

May 2, 1941

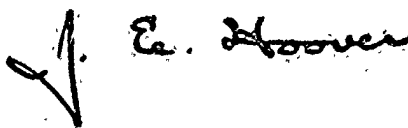
Mr. Leroy B. Skousen
1409 Waterman Avenue
San Bernardino, California

Dear Mr. Skousen:

With reference to your communication of recent date, there is enclosed an application blank for your use in applying for appointment in the Federal Bureau of Investigation, United States Department of Justice, together with a statement concerning the clerical positions in this Bureau.

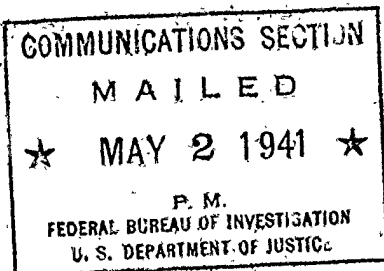
Upon receipt, your application will be placed on file for consideration in the event it is possible to utilize the services of one with your qualifications at some future date.

Very truly yours,



John Edgar Hoover
Director

Enclosure



XEROX
FEB 23 1984



SAN BERNARDINO VALLEY JUNIOR COLLEGE
SAN BERNARDINO, CALIFORNIA

1409 Waterman Ave.
San Bernardino, Calif.
April 18, 1941.

Dear Sir:

I visited the Los Angeles Federal Bureau of Investigation Headquarters the other day in order to obtain an application sheet for the position of messenger boy in your Washington Headquarters. The secretary informed me that a letter should be sent to Washington for this application.

I am twenty-three years old. I will have finished my second year of college at the end of this semester in June. It is then that I desire to go to Washington, eventually pass the Bar examination and become a Special Agent in the Field.

I do not have the habits of drinking or smoking. I am enrolled in the Advanced Civil Pilots Training course which will give me a 2S Pilots rating by June. Naturally, I would be very willing to use this knowledge and experience in any work that I would be called upon to do as messenger boy. My health is normal as I had to pass the Army Examination to get into this Advanced Training. I can also type about 50 words a minute.

Thanking you in advance for your kind consideration,
I remain

11 APR 8 1941

RECORDED

Yours truly

TABBED

Leroy B. Skousen

Leroy B. Skousen

67-208438-1

Recorded...
Checked...

APR 23 1941

FEDERAL BUREAU OF INVESTIGATION

Clerical

*File
5-2-41
M. E. H.*

*OK
OFF*

XEROX

FEB 23 1984

May 19, 1941

Mr. Leroy Bentley Skousen
1409 Waterman Avenue
San Bernardino, California

Dear Mr. Skousen:

Reference is made to your application for appointment to the position of Messenger in the Federal Bureau of Investigation, United States Department of Justice.

In this connection you should communicate with the Special Agent in Charge of the ^{Field} Division of this Bureau not later than ^{Los Angeles} May 23, 1941, and make arrangements with him for a personal interview. His address is

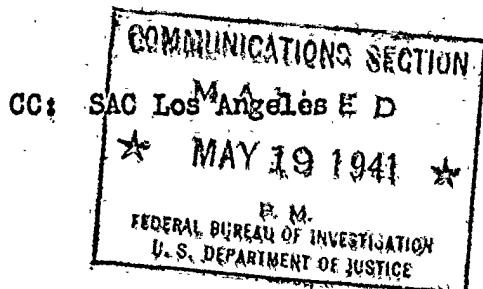
900 Security Building, Los Angeles, California.

Any expenses incurred in connection with the above travel must be borne by you.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director



RECORDED
FEB 23 1984

[Handwritten signature]

1409 Waterman Ave.
San Bernardino, Calif.
May 7, 1941

Director,
Federal Bureau of Investigation,
United States Department of Justice,
Washington, D.C.

Sir:

You will find enclosed my application for messenger boy in the Department of Justice. If there is any further information that I can supply, I will be only too willing to do so.

At the present time I am a student in the San Bernardino Junior College. I desire to gain this position following my graduation in June of this year. My whole ambition lies in the Field Work of the FBI.

My Brother, Cleon Skousen, will be glad to give you any information he possibly can.

Thanking you for your kind consideration, I remain

54 MAY 20 '41

Respectfully,

Cleon Skousen

7-2-41
adv com
5-19-41
SAC
LD

Federal Bureau of Investigation

U. S. Department of Justice
Los Angeles, California
May 27, 1941

*James
May*

Director
Federal Bureau of Investigation
Washington, D. C.

Dear Sir:

Re: LEROY BENTLEY SKOUSEN
Applicant - Messenger

On May 24, 1941, applicant was interviewed by J. W. VINCENT. He resides at 1409 Warteman Avenue in San Bernardino, California, telephone 52201. He was born in Raymond, Alberta, Canada, September 27, 1917, of American parents. His father and mother are living, and his father is engaged in road construction work. He has seven brothers and sisters. He has been in the United States since he was four years old, and his parents were born in the United States. He is of English and Danish descent.

Applicant graduated from San Bernardino High School in 1937 and thereafter went to England where he remained between 1936 and 1938 for two and one-half years as a missionary of the Mormon Church. He returned and will complete a two-year course at San Bernardino Junior College in June, 1941. He types about forty words a minute.

Applicant has a brother, CLEON SKOUSEN, who has been a Special Agent with the Federal Bureau of Investigation for about one year and has been employed since 1933 by the Bureau, originally as a messenger. He has a sister who was formerly a stenographer with the Bureau in Washington, but who is now married and is no longer in the service.

Applicant has relatives who operate the SKOUSEN Brothers Company in Albuquerque, New Mexico. This is a road construction company, and applicant has been employed for about one and a half years during summer vacations operating a diesel tractor with this company. He has a private airplane pilot's license. He is presently president of the student body of San Bernardino Junior College.

He stated that he has never been in any criminal difficulty; that he is registered for the draft, but has been advised by the Local Board No. 151, San Bernardino, that he will not be inducted into the service until about February or March, 1942. He has already filed his application with this Bureau, and would consider employment either here or at Washington, D. C.

(This applicant was neatly dressed, has a fairly good education, has an average personality, seems sincere and somewhat mature.)

FEB 23 1944

RECORDED 67-208438-4

MAY 29 1941

CLERK
WJ

*Filed to James
5/27/41*

Director

- 2 -

May 27, 1941

Re: LEROY BENTLEY SKOUSEN
Applicant - Messenger

and it is believed that he would make a satisfactory messenger! He is accordingly recommended and as soon as he furnishes the names of his references and other data included on his application, this office will conduct an investigation and advise the Bureau. He has been requested to take a physical examination.

Very truly yours,



R. B. HOOD
Special Agent in Charge

JWV/hp
67-

Leroy Bentley Shansen

PHYSICAL TEAM.

JUN 26 1941

~~RECEIVED~~

67-208438-5	
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Searched...	Checked... 13
Numbered...	Filed... 43
JUN 23 1941	
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CHIEF CLERK
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140

noted
1/24/41

XEROX
FEB 23 1984

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor; exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. **Urinalysis** to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected.

Record of urinalysis, if made: Sp. gr. 1.020 Albumen neg Sugar neg Casts none
Blood pressure: Mm. Hg. systolic 120 Min. Hg. diastolic 60
If tachycardia is present, give pulse rate: Sitting 70 Immediately after exercise _____ Two minutes after exercise _____
Cardiac reserve _____
(Good, fair, or poor)

I have found this applicant abnormal under the following headings: none

In my opinion, applicant is capable of performing duties involving arduous physical exertion.
(Arduous, moderate, or light)

REMARKS:

Scar on chest was formed at a young age has no significance now

(Signature of applicant)

(This space to be filled in, as a matter of identification, by the applicant in own hand writing, and in ink, in the presence of the physician)

481 Church St. San Bernardino
(Place of examination)

May 27, 1941
(Date of examination)

Examining physician must be in the Federal service

(Signature of examining physician)

(Title, and branch of Federal medical service)

Full time? _____ Part time? _____ Fee paid? _____

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in _____

(Department)

(Bureau)

Title of position _____

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) _____

UNITED STATES CIVIL SERVICE COMMISSION
CERTIFICATE OF MEDICAL EXAMINATION
(Authorized by Executive Order of September 4, 1924)

APPLICANT MUST FILL IN DOTTED LINES BELOW TO HEAVY LINE

Skousen, Leroy Bentley

(Name)

1409 Waterman Ave., San Bernardino, Calif.

(Post-office address)

Male

(Sex)

September 27, 1917

(Date of birth)

Dep't of Justice, Federal Bureau of Investigation

(Department and bureau in which you are to be employed)

Washington, D.C.

(City or town in which you are to be employed)

ROLLED PRINT, right forefinger

(Print must be taken to identify person examined. Indelible or stamp pad should be used)

1. Have you any physical defect or disease or disability whatsoever? No

2. If answer is "yes" give details _____

PHYSICIAN SHOULD FILL IN THE FOLLOWING

5' 9 1/4" inches.

(Height, without shoes)

156 pounds.

(Weight, in clothing)

153 pounds.

(Weight, without clothing)

{ Males, with and without clothing; females, clothed, but without wrap or hat.

*To be taken for males only upon special written request of the official ordering examination.

Items checked (✓) were examined and found normal. Deviations from normal are noted. (See instructions on reverse side, numbered to correspond with items below.)

1. Eyes: Distant vision: Without glasses: Right: 20 Left: 20 With glasses if worn: Right: 20 Left: 20

Near vision: _____

What is the longest and the shortest distance at which the following specimens of Jaeger No. 1 and Jaeger No. 2 can be read by the applicant? If No. 1 is read with ease, No. 2 need not be given. Test each eye separately.

With the view of promoting health and efficiency and of minimizing accidents among Federal employees, the heads of the several executive departments and independent establishments having a medical personnel are directed to make such physical examination of applicants for (Jaeger No. 1) and employees in the Federal classified service as may be requested by the Civil Service Commission or its authorized representative.

This order will supplement the Executive orders of May 29 and June 18, 1923 (Executive order, September 4, 1924). (Jaeger No. 2).

Without glasses:

R. 4 in. to 25 in.L. 4 in. to 5 in.

With glasses, if used:

R. _____ in. to _____ in.

L. _____ in. to _____ in.

Without glasses:

R. _____ in. to _____ in.

L. _____ in. to _____ in.

With glasses, if used:

R. _____ in. to _____ in.

L. _____ in. to _____ in.

Evidence of disease or injury: Right none Left noneColor vision accurate Method of testing color vision Colored yarns2. Ears: (Consider denominators indicated here as normal. Record as numerators the actual distance heard.) Ordinary conversation: Right ear—40 Left ear—40 Evidence of disease or injury: Right ear none Left ear none3. Nose, sinus disease, etc. all normal4. Mouth and throat all normal Teeth in good repair5. Gastro-intestinal all normal6. Thyroid (especially in women) normal7. Heart and blood vessels all normalIs organic heart disease present? none If organic heart disease is present, is it fully compensated? _____8. Lungs: Right normal (old scar of pt. emphysema) Left normalHistory of tuberculosis? none If so, has the disease been arrested for at least 1 year? _____9. Hernia none (If present, name variety: inguinal, ventral, femoral, etc.; read definition on reverse before answering)

If present, is it supported by a well-fitting truss? _____

10. Varicose veins none (If present, state location and degree)Varicocele (see note 10 on reverse side) none11. Feet: Is flat foot present? no Degree of impairment of function none (None, slight, moderate, severe)12. Deformities, atrophies, and other abnormalities, diseases, or defects not included above none13. Scars of serious injury or disease scar in back - Pneumonia & emphysema at 2 yrs ago14. Nervous system (see note 14 on reverse side) all normal15. (a) Urinalysis (see reverse side) all normal (b) Venereal disease none

16. Obtain from applicant statement of disabilities, past and present, give diagnosis and your comments under appropriate heading above or under "Remarks" on back of this sheet.

17. Does Veterans Administration recognize service-connected disability in this case? no If "yes," cover in your comments. (Yes or no)

This certificate is to be returned to the official of the U. S. Civil Service Commission requesting the examination

The aim of the Executive order of September 4, 1924, under which this examination is made, is to obtain information as to the physical condition of appointees to the classified civil service with a view to promoting efficiency and minimizing accidents and claims under United States employees' compensation laws.

Notes for Examining Physician

WEIGHT.—Males, without clothing, and also in ordinary clothing without overcoat or hat (weigh twice); females, clothed, but without wrap or hat. If overweight, state whether due to bone and muscle or to fat.

HEIGHT.—Without boots or shoes; observe that no appliances are used to increase.

The examination should include the following observations:

1. **Eyes.**—Ptosis; discharge; corneal scar; pterygium. In recording distant vision consider 20 feet as normal and report all vision as a fraction with 20 feet as numerator and the smallest type read at 20 feet as denominator. If glasses are used, record for each eye the finding with and without glasses. Near vision must be reported. In testing vision without glasses the applicant or appointee should be instructed to remove the glasses at least one-half hour before testing uncorrected vision.

2. **Ears.**—Evidence of middle ear or mastoid disease; condition of drums; discharge. In recording hearing, record 20 feet as normal distance for conversational voice and record deviation from normal as fraction with 20 as denominator and actual distance as numerator.

3. **Nose.**—Ability to blow through each nostril. If free, a speculum examination would not be indicated.

4. **Mouth and throat.**—Missing teeth, pyorrhea; tonsils, hypertrophy or disease.

5. **Gastro-intestinal.**—Ulcers, inflammations, etc.

6. **Thyroid.**—Presence of tumor in neck and tremor, exophthalmos; nervous high-strung disposition, especially in women.

7. **Heart.**—Murmurs. State whether functional or organic. If valvular disease exists, state whether or not it is fully compensated. Arteriosclerosis.

8. **Lungs.**—It is necessary that the auscultatory cough be used. If tuberculosis is present, state whether active or arrested; if arrested, state your opinion as to how long it has been quiescent. Sputum to be examined for tubercle bacilli in all suspected cases.

9. **Hernia.**—Give details as to size, location, etc., and whether well-fitting truss is worn. Inguinal hernia exists when ring is enlarged and on coughing visceral impulse is felt which follows the finger on withdrawal.

10. **Varicocele.**—If varicocele is present, state approximate size—e. g., size of walnut, lemon, etc.

11. **Flat foot** of such a nature as to incapacitate or become aggravated by work or be alleged later to have been caused by accident or occupation. By "flat foot," as used in this form, is meant a weak foot with impaired function, the term being equivalent to "fallen or misplaced arch," an abnormal condition. Impairment of function is the point to be noted. An anatomically flat foot, but strong, is not disqualifying.

12 and 13. **Scars, deformities, atrophies, and paralyses** should be noted, but it is not important that small insignificant scars or blemishes which might be referred to as marks of identification be recorded.

14. This entry should include symptoms and full history of any mental or nervous abnormality.

15. **Urinalysis** to be made in case of persons over 40, and in all cases where arteriosclerosis, nephritis, or diabetes is suspected.

Record of urinalysis, if made: Sp. gr. 1.020 Albumen neg Sugar neg Casts none

Blood pressure: Mm. Hg. systolic 120 Mm. Hg. diastolic 80

If tachycardia is present, give pulse rate: Sitting 100 Immediately after exercise _____ Two minutes after exercise _____ Cardiac reserve _____ (Good, fair, or poor)

I have found this applicant abnormal under the following headings: none

In my opinion, applicant is capable of performing duties involving arduous physical exertion.

REMARKS: Scars on chest were formed at 2 years of age has no significance now

(Signature of applicant)

(This space to be filled in, as a matter of identification, by the applicant in own handwriting; and in ink, in the presence of the physician)

481 Church St. LaBenedict
(Place of examination)

May 27, 1941
(Date of examination)

Examining physician must be in the Federal service

Philip Savage M. D.
(Signature of examining physician)

no Federal Officer
(Title, and branch of Federal medical service)

Full time? _____ Part time? _____ Fee paid? _____

The personnel officer should fill in the blanks below before sending this form to the Commission for action

To be appointed in _____ (Department) _____ (Bureau)

Title of position _____

Type of appointment (check): ☐ Original appointment ☐ Transfer ☐ Reinstatement ☐ Classification

Number of certificate upon which applicant's name appears (to be given in case of original appointment) _____

Federal Bureau of Investigation
United States Department of Justice
Los Angeles, California
June 20, 1941

Director
Federal Bureau of Investigation
Washington, D. C.

RE: LEROY BENTLEY SKOUSEN
APPLICANT MESSENGER

Dear Sir:

There is enclosed herewith the
completed certificate of medical exami-
nation of the above-named applicant for
a messenger position.

Very truly yours,

R. B. Hood
R. B. HOOD
Special Agent in Charge.

HIB:hk
67-2317
Enclosure

JUN 26 1941

67-208438-6	
Routed <i>4/5</i>	Reserved <i>13</i>
Searched <i>4/5</i>	Checked <i>4/5</i>
Numbered <i>4/5</i>	Filed <i>4/5</i>
JUN 23 1941	
FEDERAL BUREAU OF INVESTIGATION	

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noted
6/24/41

XEROX
FEB 23 1984

CHIEF CLERK
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193

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

BUREAU

FILE NO. 67-1240

REPORT MADE AT SALT LAKE CITY, UTAH	DATE WHEN MADE 6-24-41	PERIOD FOR WHICH MADE 6-23-41	REPORT MADE BY SAMUEL D. SMITH EW
TITLE <div style="text-align: center;">O</div> LE ROY BENTLEY SKOUSEN			CHARACTER OF CASE APPLICANT - MESSENGER
<p>SYNOPSIS OF FACTS: FRANK MURDOCK, Secretary, L.D.S. Mission, advised Applicant served as missionary in London 10-28-36 to 11-16-38. Church records reflect Applicant resourceful, careful, alert, very dependable, good character, and fine citizen.</p> <p style="text-align: center;">- RUC -</p> <p>REFERENCE: Teletype to the Bureau and Los Angeles dated 6-23-41.</p> <p>DETAILS: <u>AT SALT LAKE CITY, UTAH</u></p> <p>Mr. FRANK MURDOCK, Secretary of the L.D.S. Mission, Salt Lake City, Utah, advised that Applicant served in the British Mission at London, England from October 28, 1936 to November 16, 1938, and that during this time Applicant proved himself to be a very fine missionary in every respect.</p> <p>His record is kept by the L.D.S. Mission on all of its missionaries as to how they do their work and what influence they have on the people with whom they are associated. Mr. MURDOCK advised that Applicant's record showed that he was resourceful, careful, alert, very dependable, and one whose character was beyond reproach, and one who lived within his means.</p> <p>Mr. MURDOCK stated that from his records he could recommend Applicant very highly. However, he did not know him personally and could only recommend him from the records. However, he further stated that Applicant's records were far above the average type of missionary and for that reason he figured he was safe in saying that the Applicant was a</p>			
APPROVED AND FORWARDED: <div style="text-align: center;">J. C. [Signature]</div>		SPECIAL AGENT IN CHARGE <div style="text-align: center;">[Signature]</div>	
COPIES OF THIS REPORT <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> 2 - Bureau (AMASD) 2 - Los Angeles 2 - Salt Lake City 1 - [unclear] </div>		<div style="text-align: center;">DO NOT WRITE IN THESE SPACES</div> <div style="font-size: 2em; font-weight: bold; text-align: center;">67-1240-7</div> <div style="text-align: right; font-weight: bold;">JUN 29 1941</div> <div style="text-align: center; font-weight: bold;">FEB 23 1984</div> <div style="text-align: right; transform: rotate(-15deg); font-weight: bold;">SEE REVERSE SIDE FOR DISSEMINATION</div>	

very fine boy in every respect.

- REFERRED UPON COMPLETION TO OFFICE OF ORIGIN -

XEROX

7.1. 20 1984

U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 23 1941

TELETYPE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn
Mr. Nease
Miss Gandy

Handwritten initials and signature

FBI SALT LAKE CITY 6-23-41 11-15 AM DFR

DIRECTOR AND SAC LOS ANGELES

LEROY BENTLEY SKOUSEN, MESSENGER APPLICANT. FRANK MURDOCK, SECRETARY
LDS MISSION, ADVISED APPLICANT SERVED AS MISSIONARY IN LONDON OCTOBER
TWENTY XX TWENTY EIGHT NINETEEN THIRTY SIX TO NOVEMBER SIXTEENTH
NINETEEN THIRTY EIGHT. CHURCH RECORDS REFLECT APPLICANT RESOURCEFUL,
CAREFUL, ALERT, VERY DEPENDABLE, GOOD CHARACTER, AND LIVED WITHIN HIS
MEANS. ON BASIS OF RECORDS APPLICANT RECOMMENDED HIGHLY BY MURDOCK.

NEWMAN

END

ACK PLS

WHEN OK FBI WASH DC RDN

L OK FBI LOS A LC

DISCV

6 JUL 11 41

RECORDED

67-

JUN 25 1941

COPY in Chief Clerk's Office
CHIEF CLERK

KEROY
FEB 23 1941

U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 24 1941

D

TELETYPE

FBI EL PASO 6-24-41 11-10 A. M. ALL

DIRECTOR AND SAC LOS ANGELES

LEROY BENTLEY SKOUSEN, APPLICANT MESSENGER. RECORDS SKOUSEN BROTHERS INDICATE APPLICANT WORKED AS CATERPILLER OPERATOR AUGUST AND SEPTEMBER, NINETEEN THIRTYNINE, ON ROAD JOB, LUPTON, ARIZONA, AND AUGUST NINETEEN FORT Y ON ROAD JOB, LINCOLN, NEW MEXICO, LIVED IN ROAD CAMP. LEFT EACH JOB TO RETURN TO SCHOOL IN CALIFORNIA. IS NEPHEW OF D. D. AND N. J. SKOUSEN, CONTRACTORS AT ALBUQUERQUE, N. M. REPUTABLE. NO INDICATION UN-AMERICAN ACTIVITIES.

BRYCE

BUREAU PLS HOLD

QVNLFDLS

OK FBI WASH DC WGR

92 FI LOS A LC

67-1-38-9

JUN 23 1941

RECORDED

JUL 7 1941

CH. CLK.

FEB 23 1961

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT **BUREAU**

FILE NO. **67-671**

REPORT MADE AT EL PASO, TEXAS	DATE WHEN MADE 6/24/41	PERIOD FOR WHICH MADE 6/23/41	REPORT MADE BY G. B. WINSTEAD njs
TITLE LEROY BENTLEY SKOUSEN			CHARACTER OF CASE Applicant-Messenger

SYNOPSIS OF FACTS:

Applicant employed by SKOUSEN BROTHERS, Contractors, on road jobs as caterpillar operator, 8/26 to 9/16/39, at \$40.00 per week, at Lupton, Arizona, and 8/10/40 to 8/31/40, at \$35.00 per week at Lincoln, New Mexico lived in road camp during those periods. Discontinued his employment on both occasions to return to California to enter school. He is nephew of D.D. SKOUSEN and N.J. SKOUSEN of Albuquerque, New Mexico who are reported to be reputable citizens.

-RUC-

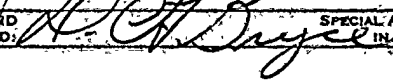
REFERENCE:

Telegram from Los Angeles, June 19, 1941

DETAILS:

AT ALBUQUERQUE, NEW MEXICO

Reference telegram requesting verification of employment of applicant as diesel engine operator for SKOUSEN BROTHERS, Albuquerque, New Mexico, 1938 to 1939. SKOUSEN BROTHERS, road building contractors, operated by D.D. SKOUSEN, Office Springer Building, Albuquerque, New Mexico. Efforts to contact D.D. SKOUSEN or his brother NATE J. SKOUSEN without success, both being out of city and not expected back for over a week. MRS. D.D. SKOUSEN advised that she hardly knows applicant, who is a nephew of her husband; that as she recalls applicant and his brother, both of California, have in the past been employed by MR. SKOUSEN, but not in Albuquerque. That D.D. SKOUSEN is some place in the vicinity of Las Vegas or Quay, New Mexico at the present time and she knows of no way he could be contacted by telephone.

APPROVED AND FORWARDED: 	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES
COPIES OF THIS REPORT 2 - Bureau 2 - Los Angeles 2 - El Paso		<div style="font-size: 2em; font-weight: bold;">67-20843-10</div> <div style="font-size: 1.5em; font-weight: bold;">JUN 30 1941</div> <div style="font-size: 1.2em; font-weight: bold;">XEROX</div> <div style="font-size: 1.2em; font-weight: bold;">FEB 23 1984</div>

P

V. L. PIERCE, Bookkeeper, SKOUSEN BROTHERS, stated that he does not know applicant personally, but his time records disclose that LEROY SKOUSEN worked from August 26th to September 16th, 1939 at \$40.00 per week, on a road job for this company in the locality of Lupton, Arizona; and again from August 10th to August 31st, 1940, at the rate of \$35.00 per week, on a road job near Lincoln, New Mexico; that he lived in the road camp during those periods and not in Albuquerque; that he was carried on the pay-rolls as a Caterpillar Operator; and that he quit on both occasions to return to California to go to school.

Assistant Chief of Police, PAT DUGAN, Albuquerque, New Mexico, advised that he is well acquainted with NATE SKOUSEN, whom he considers a very fine reputable citizen; that he knows D.D. SKOUSEN only casually, but both bear good reputations in Albuquerque.

Synopsis of the above information was submitted by teletypewriter to the Bureau and Los Angeles Office on June 23, 1941.

-RUC-

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

BUREAU

FILE NO.

67-671

REPORT MADE AT EL PASO, TEXAS	DATE WHEN MADE 6/27/41	PERIOD FOR WHICH MADE 6/26/41	REPORT MADE BY C.B. WINSTEAD MSS
TITLE LEROY BENTLEY SKOUSEN			CHARACTER OF CASE APPLICANT - MESSENGER

SYNOPSIS OF FACTS:

Applicant's Uncles, composing the firm of SKOUSEN BROTHERS, Contractors, consisting of NATE J., D. D. and J. E. SKOUSEN, Albuquerque, N.M., investigated for evasion of Income Tax on business income for years 1936 and 1937. NATE J. SKOUSEN indicted by Federal Grand Jury, Santa Fe, N.M., March, 1941, and entered nolle contendre. Date for sentence fixed for July 10, 1941. Amount charged due is \$986.60.
- RUC -

REFERENCE: Report of Special Agent C. B. WINSTEAD, El Paso, Texas, dated 6/25/41.

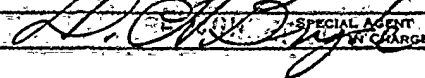
DETAILS:

- AT ALBUQUERQUE, NEW MEXICO -

Newspaper item June 25, 1941, indicated NATE J. SKOUSEN entered nolle contendre to indictment in Federal Court, charging him with Federal Income Tax evasion, at Santa Fe, New Mexico.

J. G. BEUMER, Income Tax Investigator, Federal Building, Albuquerque, New Mexico, advised that an investigation was conducted against NATE J. SKOUSEN, D. D. SKOUSEN and J. E. SKOUSEN, composing the firm of SKOUSEN BROTHERS, Contractors, Albuquerque, New Mexico, concerning the evasion of tax on business income for the years 1936 and 1937; that as a result thereof, NATE J. SKOUSEN was indicted by the Federal Grand Jury in March, 1941, at Santa Fe, New Mexico, and that it was his understanding that NATE J. SKOUSEN had entered a plea of nolle contendre, but he did not know the exact amount charged by the indictment of which the Government has been defrauded.

Mr. BEUMER stated that SKOUSEN BROTHERS are considered reliable in this community.

APPROVED AND FORWARDED: 	DO NOT WRITE IN THESE SPACES
COPIES OF THIS REPORT	<div style="border: 1px solid black; padding: 5px; display: inline-block;"> JUL 1 1941 JUL 9 1941 </div>
2 - Bureau 2 - Los Angeles 2 - El Paso 1 - [unclear] 1 - [unclear]	

E.P. FILE #67-671

MISS LAURA WOOD, Clerk to the United States Attorney, at Santa Fe, New Mexico, advised that the indictment against SKOUSEN charges that he defrauded the United States of the sum of \$986.60, by failure to pay revenue on income. She also advised that the date of sentence in this matter has been set by the Court as July 10, 1941.

NATE J. SKOUSEN is an Uncle of Applicant, and this report is supplemental to reference report.

REFERRED UPON COMPLETION TO THE
OFFICE OF ORIGIN

XEROX
FEB 28 1944

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 26 1941

TELETYPE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Foxworth
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Carson
Mr. E. A. Tamm
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Jones
Mr. Quinn
Mr. Nease
Miss Gandy

FBI EL PASO 6-26-41 9-58. AM CW

DIRECTOR AND SAC LOS ANGELES

LEROY BENTLEY SKOUSEN, APPLICANT MESSENGER. RE TELETYPE AND
REPORT OF C B WINSTEAD FROM THIS OFFICE DATED JUNE TWENTY FOUR
NINETEEN FORTY ONE INFORMATION NOW RECEIVED N J SKOUSEN UNCLE

~~OF AOCKN5 ENTER~~

OF APPLICANT ENTERED NOLLE CONTENDERE PLEA US DISTRICT COURT
SANTA FE NEW MEXICO JUNE TWENTY FOUR NINETEEN FORTY ONE TO
INDICTMENT RETURNED US GRAND JURY SANTA FE MARCH NINETEEN FORTY
ONE FOR INCOME TAX VIOLATION ON INCOME TAX RETURNS MADE BY
N J SKOUSEN NINETEEN THIRTY SIX AND THIRTY SEVEN.

BS

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~~WHAT IS WRONG~~

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Ident.	Ident.
Intell.	Intell.
Lab.	Lab.
Legal Coun.	Legal Coun.
Plan. & Insp.	Plan. & Insp.
Rec. Mgmt.	Rec. Mgmt.
Tech. Serv.	Tech. Serv.
Training	Training
Off. Liaison	Off. Liaison

JUL 11 1941

CH. CLK.

XEROX
FEB 23 1984

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 26 1941

TELETYPE

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Drayton.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....

FBI LOS ANGELES 6-26-41 7-50 PM RAM

DIRECTOR ✓

LEROY BENTLEY SKOUSEN, ~~APLX~~ APPLICANT MESSENGER. RETEL EL PASO TODAY.

ADVISE IF FURTHER INVESTIGATION DESIRED.

HOOD

A AND H

OK FBI WASH RLA

RECORDED
54 JUL 14 1941

67-	13
Route.....	Recorded.....
Searched.....	Checked.....
Indexed.....	Filed.....
JUL 3 1941	
INVESTIGATION	

CHIEF CLERK

XEROX
FEB 23 1984

FEDERAL BUREAU OF INVESTIGATION

Form No. 1

THIS CASE ORIGINATED AT

BUREAU

FILE NO. 67-2317

REPORT MADE AT LOS ANGELES, CALIFORNIA	DATE WHEN MADE 7/21/41	PERIOD FOR WHICH MADE 6/21/41; 7/14, 18/41	REPORT MADE BY JOHN J. HORGAN CM
TITLE LEROY BENTLEY SKOUSEN			CHARACTER OF CASE APPLICANT - MESSENGER

SYNOPSIS OF FACTS:

Applicant's scholastic record at Lincoln Sturges Jr. High School, 1932-1933, San Bernardino High School, 1933-1936, San Bernardino Valley Jr. College, 1939-1941, above average. School records reflect Applicant's birth date Sept. 27, 1917, birthplace, Alberta, Canada, and indicate extra-curricular activities as debating, cardinal forensics and sports. Applicant was president of Student Body at Jr. College, and won first place in extemporaneous speaking contest at Oregon and second place at Bakersfield, Calif., at invitational speaking tournament. School officials recommend Applicant and family highly. Applicant won Kiwanis Scholarship, 1941, for all-around student ability. No credit or criminal record ascertained. Applicant classified by LDB 151, San Bernardino, Calif., as being classification 1-A, #2157, no immediate possibility of being called. No criminal or credit record.

- RUC -

REFERENCE:

Telegram from Bureau to Los Angeles, dated 7/15/41.

DETAILS:

AT SAN BERNARDINO, CALIFORNIA

APPROVED AND FORWARDED <i>[Signature]</i>	SPECIAL AGENT IN CHARGE	DO NOT WRITE IN THESE SPACES	
COPIES OF THIS REPORT 2 Bureau 2 Los Angeles		127	XEROX FEB 23 1984

EDUCATION

The Registrar at San Bernardino High School was contacted and checked the records of his institution at which time it was noted that the Applicant enrolled therein from September, 1933, to June, 1936. The Applicant pursued a college preparatory course, and had an above average intelligence quotient. The school records indicated that Applicant was born at Alberta, Canada, on September 27, 1917; that he participated in various extra-curricular activities such as debating, cardinal forensics, basket ball, and he was a member of the Cardinal Civics Club, which club promotes fellowship and cooperation in the boy's division at the High School. The various grades made by the Subject while enrolled at San Bernardino High School were viewed, and it was noted that his grades were above average.

H. C. McMILLAN, principal of the High School, spoke very highly of Applicant, stating that he was a fine boy, honest, willing, and a tireless worker.

MISS RUTH SHILLING, Assistant Registrar, San Bernardino Valley Junior College, was contacted relative to Applicant's record while enrolled at the Junior College for the period of September, 1939, to June 20, 1941. MISS SHILLING remarked that Applicant made an above average grade on the Iowa, Thurston, and Nelson Denny Intelligence test. Applicant listed on his school records the fact that he intended to pursue a Government major course, and accordingly took the necessary subjects along these lines. Applicant's father's birth place was noted to be Springerville, Arizona, and his mother's, St. George, Utah. MISS SHILLING indicated that the Applicant in his last year at the Junior College was president of the Student Body. It may also be noted that Applicant in his last year at the Junior College won a Kiwanis Scholarship, which scholarship amounted to \$100.00 and is given in the nature of a loan to a deserving student who has shown by his all-around student ability that he is deserving of student assistance. Applicant had no derogatory information recorded against him at the Junior College, and it was pointed out by MISS SHILLING that he was a very outstanding student, that in 1939, she believed, Applicant won first place in an extemporaneous speaking contest held at Oregon, and that last year he won second place at an invitational speaking tournament at Bakersfield, California.

Inasmuch as DR. NICHOLAS RICCIARDI, president of the San Bernardino Valley Junior College, was listed as a reference by Applicant, the results of his interview will be set out later in this report.

The Registrar of the Lincoln Sturges Junior High School, San Bernardino, was likewise contacted, at which time it was determined that Applicant attended that school from 1932 to 1933, and that he made a creditable showing in his school work. The school records here reflected

no derogatory information concerning Applicant.

REFERENCES

The following investigation was conducted by Special Agent FRANK KEENEY, Los Angeles, California.

RUSSELL J. STANDING, 257 25th Street, San Bernardino, California, Assistant Highway Engineer, California State Highway Department, advised that he has known Applicant for about ten years; that he is the former scout master of a boy scout troop in which applicant was a member; that Applicant was an outstanding member, rising to the position of Eagle Scout, later being made scout master to succeed him. MR. STANDING advised that Applicant graduated from San Bernardino Junior College where he was an excellent student, being primarily interested in debating; that he toured the country as a member of the debating team; that he was also interested in the work of the Church of the Latter Day Saints, spending about two years in England doing missionary work.

MR. STANDING described applicant as honest, industrious, reliable, of good habits, and neat appearance; further that Applicant is one of about eight children, the family being well regarded in San Bernardino; that they are all loyal American citizens, and he knows nothing derogatory concerning any of them and recommends applicant without reservation.

NICHOLAS RICCIARDI, 786 Mission Drive, San Bernardino, California, is President of the San Bernardino Junior College. He advised that he has known Applicant for about four years and Applicant's family for about eight years; that between high school and college, Applicant traveled for a period of about two years doing missionary work in Britain; that while Applicant was at college he was an outstanding student, serving two terms as president of his Student Body; that he was interested in debating and enjoyed considerable success in that endeavor.

MR. RICCIARDI stated that Applicant meets people very easily and makes a favorable impression upon them; that he is of good habits, industrious and intelligent; that Applicant advised him that he intended to make the work of the Federal Bureau of Investigation his vocation. MR. RICCIARDI further advised that the SKOUSEN family was well regarded in San Bernardino, and he had never observed any indication of any subversive tendencies on the part of any of them. He knows nothing of a derogatory nature concerning Applicant or any member of the family, and his only criticism of Applicant was that he had a tendency to undertake too much work. MR. RICCIARDI recommends Applicant for the position and states that he would be a credit to the Federal Bureau of Investigation.

EBEN R. T. BLOMQUIST, 470 Seventh Street, San Bernardino, California, is associated with the Chief Commissary Clerk at the California State Prison at Chino, California. MR. BLOMQUIST stated that he has known

Applicant for about fifteen years; that Applicant grew up with children of his own attending high school and junior college with them; that he has very high regard for the Applicant, stating that he is intelligent, industrious, a good conversationalist, and possessed of no apparent bad habits; that he meets people very easily and makes a good impression upon them.

MR. BLOMQUIST stated that Applicant had a very fine record while at school; that he is a member of a large and respected family, all of whom are regarded as being good citizens. MR. BLOMQUIST further stated that Applicant was in England doing missionary work for a period of over two years on behalf of the Church of the Latter Day Saints; that he knows nothing derogatory concerning the Applicant or any member of his family; that Applicant has an older brother who is a Special Agent of the Federal Bureau of Investigation. MR. BLOMQUIST recommends Applicant without reservation.

WEBB K. BROWN, 1581 Mt. Vernon Street, San Bernardino, California, is employed as a machinist on the Santa Fe Railroad. He advised he has known Applicant for many years; that Applicant was formerly a member of his Sunday School class; that upon finishing high school the Applicant spent two and one-half years in the British Isle in missionary work on behalf of the Church of the Latter Day Saints. MR. BROWN described Applicant as being honest, reliable, of clean habits; that he makes good appearance and meets people easily; that while at the school he was a member of the debating team and enjoyed considerable success in tournaments.

MR. BROWN has never observed any faults in Applicant. He stated that Applicant is aggressive and undertakes work beyond his years. MR. BROWN stated that he is acquainted with the SKOUSEN family. He states that they enjoy a good reputation in the community and are regarded as good American citizens. MR. BROWN recommends Applicant for the position.

JAMES P. KELLY, 1405 Waterman Street, San Bernardino, is a clerk in the Store Department of the Santa Fe Railroad. He advised that he occupies a house next to and owned by the SKOUSENS; that he has lived there for about seven years and has known Applicant and his family for that period of time. He described Applicant as being intelligent, industrious, of good morals and personality; that he presents a good appearance and meets people easily; that to his knowledge applicant has never been in any trouble. MR. KELLY stated that Applicant is a member of a large family who bear an excellent reputation in San Bernardino; that he has never observed any indication of un-Americanism on the part of Applicant or any member of his family; that he knows nothing of a derogatory nature concerning them and recommends Applicant without reservation for the position of Messenger.

NEIGHBORHOOD

The following neighbors of Applicant were interviewed:

MRS. W. D. ENGLISH, 1417 Waterman Avenue, ALF JOHNSON, 1325 Waterman Avenue, MRS. ANNA BULLOCK, 1420 Waterman Avenue, were contacted at which time their opinions were that Applicant and the SKOUSEN family were regarded very highly in the neighborhood, and that they could think of no possible information which would in any way reflect in a derogatory manner.

The above individuals furnished information already set out in this report, and remarked that this family has been at all times to their knowledge loyal to the United States. Applicant was said to have conducted himself in a gentlemanly manner, possessed of good habits, and a conscientious student.

The SKOUSEN family was said to consist of six boys and two girls, their names in the order of their age being:

CLEON (Special Agent, Federal Bureau of Investigation)
IRVIN
LEROY
MAX
KEITH
KENNETH
RITA (Now married)
MILDRED, (about 15 years of age)

GENERAL

MR. SCHWARTZ, one of the chairmen of the Local Draft Board #151, San Bernardino, California, advised that Subject's draft classification was 1-A, order number 2157, and he indicated that Applicant would not be called for some time due to the fact that San Bernardino's quota is relatively small.

Inquiry at the Identification Bureau of the San Bernardino County Sheriff's Office and the San Bernardino Business Men's Credit Bureau proved negative. Applicant was reported to have some knowledge of flying, in that he took lessons at San Bernardino airports.

- REFERRED UPON COMPLETION TO THE OFFICE OF ORIGIN -

U.S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUL 22 1941

TELETYPE

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Drayton.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Mr. Gandy.....

Jacob

FBI LOS ANGELES

DIRECTOR

7-22-41

5-00 PM

IST

LERROY BENTLEY SKOUSEN, MESSENGER APPLICANT. APPLICANT ATTENDED LINCOLN STURGES JUNIOR HIGH SCHOOL, NINETEEN THIRTY TWO TO THIRTY THREE, SAN BERNARDINO HIGH SCHOOL, THIRTY THREE TO THIRTY SIX, SAN BERNARDINO VALLEY JUNIOR COLLEGE, THIRTY NINE TO FORTY ONE. GRADES ABOVE AVERAGE. APPLICANT BORN SEPTEMBER TWENTY SEVEN, NINETEEN SEVENTEEN, ALBERTA, CANADA. APPLICANT ENGAGED IN EXTRA-CURRICULAR DEBATING CARDINAL FORENSICS, AND SPORTS, PRESIDENT OF STUDENT BODY AT SAN BERNARDINO JUNIOR COLLEGE, AND WON FIRST PLACE IN DEBATING. ALSO KIWANIS SCHOLARSHIP IN FORTY ONE FOR ALL AROUND STUDENT ABILITY. APPLICANT CLASSIFIED 1-A, NO IMMEDIATE POSSIBILITY OF BEING CALLED. REFERENCES RECOMMEND AS BEING OUTSTANDING, INTELLIGENT AND INDUSTRIOUS. NO UN-AMERICAN ACTIVITIES, NO CREDIT OR CRIMINAL RECORD. REPORT PREVIOUSLY FORWARDED.

HOOD

END

OK FBIX WASH DC JHJ

54

WMM

FEB 23 1984

67-208438-15

Searched	4	Recorded	
Indexed		Checked	
Serialized		Filed	
JUL 30 1941			
FEDERAL BUREAU OF INVESTIGATION			

THREE

Federal Bureau of Investigation
United States Department of Justice

Washington, D. C.

July 26, 1941

BRIEF OF INVESTIGATION

MFT
67-208438

RE: LEROY BENTLEY SKOUSEN
Messenger Applicant

Typing Ability

Age: 23
Single

High School Graduate
2 Yrs. - San Bernardino Junior
College.

Private Pilot's Rating

EDUCATION

San Bernardino High School, San
Bernardino, Calif., 1933 - 1936, Grad.

Records reflect applicant's grades were above average. He participated in various extra-curricular activities. Mr. McMillan, principal, spoke very highly of applicant, stating that he was a fine boy, honest, willing, and a tireless worker.

San Bernardino Junior College, San
Bernardino, Calif., 1939 - 1941,

Miss Shilling, Assistant Registrar, stated applicant was a very outstanding student, and that she believed he won first place in an extemporaneous

speaking contest held at Oregon, and that last year he won second place at an invitational speaking tournament at Bakersfield, California. Applicant was president of the Study Body, and won a Kiwanis Scholarship amounting to \$100. Mr. Ricciardi, President, stated applicant was an outstanding student, serving two terms as president of his Student Body. He stated applicant was interested in debating and enjoyed considerable success in that endeavor. He advised his only criticism of applicant was that he had a tendency to undertake too much work.

EXPERIENCE

Skousen Bros., Albuquerque, N.
Mex., Tractor Operator, 1938-1939,
and summer of 1940, (as on appl.)

Mr. Pierce, Bookkeeper, stated he does not know applicant, but his time records disclose applicant worked from August to September 1939, and in August 1940.

L.D.S. Church, London, England,
Missionary, Oct. 1936 - Nov. 1938

Records reflect applicant was resourceful, careful, alert, very dependable, and one whose character was beyond reproach. Mr. Murdock, Secretary of the L.D.S.

Mission, advised applicant proved himself to be a very fine missionary in every respect. Applicant's records were far above the average type of missionary.

REFERENCES

Nicholas Ricciardi, Pres., San
Bernardino Jr. College
Webb K. Brown, machinist, Santa
Fe Railroad
Russel J. Standing, Ass't. Highway
Engineer, Calif. State Highway Dept.

Speak highly of applicant. Mr. Kelly stated applicant's family bears an excellent reputation.

XEROX

FEB 23 1984

54 JUL 30 1941

.....Mr. Alley
.....Mrs. Atkinson
.....Miss Guigon
.....Mrs. Jacobs
.....Mrs. Wackerman
.....
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.....

(action desired)
31-4
1-12-40
8/7/41

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Serialized...
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Filed...

67-208438-16
(file number)
JUL 30 1941
(date stamp)
THREE
(routing stamp)

REFERENCES (Cont'd)

Eben Blomquist, Associated with
Chief Commissary Clerk, Calif.
State Prison at Chino,
J. P. Kelly, clerk, Store Dept.
of Santa Fe Railroad, all San
Bernardino, Calif.

MEMBER OF ORGANIZATIONS

National Aeronautical Association; College Y; Eagle
Scout; British Mission Association; Phi Rho Pi.

RELATIVES IN GOVERNMENT SERVICE

Willard Cleon Skousen, Brother, SA,
FBI, D.C.

Employed since October, 24, 1935, as clerk to June
1940, and since then as Special Agent. Services
satisfactory.

MISCELLANEOUS

Neighborhood investigation of
applicant and relatives.

Favorable.

Born Sept 27, 1917, Alberta, Canada

Verified by school records. No un-American sympathies
were disclosed during the investigation.

Languages

Spanish - no practical experience.

Criminal Record

None for applicant; however, Mr. Beumer, Income Tax
Investigator, Albuquerque, New Mexico, advised that

an investigation was conducted against Nate J. Skousen, D. D. Skousen, and J. E. Skousen,
(applicant's uncles), composing the firm of Skousen Brothers, Contractors, concerning the
evasion of tax on business income for the years 1936 and 1937; that as a result thereof,
Nate J. Skousen was indicted by the Federal Grand Jury in March 1941, at Santa Fe, New Mexico,
and that it was his understanding that Nate J. Skousen had entered a plea of nolle contendre,
but he did not know the exact amount charged by the indictment of which the Government has
been defrauded. Miss Wood, Clerk to the United States Attorney, at Santa Fe, New Mexico,
advised that the indictment against Mr. Skousen charges that he defrauded the United States
of the sum of \$986.60, by failure to pay revenue on income. She also advised that the date
of sentence in this matter has been set by the Court as July 10, 1941.

Selective Service Act

Mr. Schwartz, Local Draft Board #151, advised appli-
cant's draft classification was 1-A, order number

2157, and he advised applicant would not be called for some time due to the fact that San
Bernardino's quota is relatively small.

2S Private Pilots rating, will complete Applicant was reported to have some knowledge of
CPT Secondary in June. flying, in that he took lessons at San Bernardino
airport.

Personal Interview with SA J. W. Vincent

States applicant was neatly dressed, has a fairly
good education, has an average personality, seems
sincere and somewhat mature, and it is believed
FEB 23 1934

MISCELLANEOUS (Cont'd)

that applicant would make a satisfactory messenger. Applicant stated his father is engaged in road construction work. Recommendation - Favorable. Applicant stated his sister was formerly employed by the Bureau in Washington.

OUTSTANDING ENDORSERS

None

Applicant's physical report dated May 27, 1941, reflects normal vision without glasses; color vision accurate by colored yarns; and he is recommended for arduous physical exertion. Under remarks examining physician states: "Scar on chest was formed at 2 years of age, has no significance now."

W. R. Glavin
W. R. Glavin *mpe*

XERO
FEB 23 1984

July 31, 1941

Mr. Leroy B. Skousen
1762 - North Rhodes Street
Apartment 350
Arlington, Virginia

Dear Mr. Skousen:

You are hereby offered an appointment in the Federal Bureau of Investigation, United States Department of Justice, as a Under Clerk (Trainee) in Grade CAF 1, with salary at the rate of \$1260 per annum.

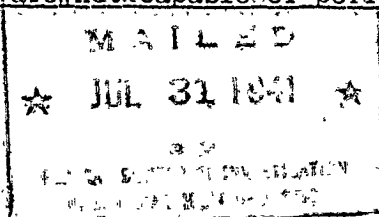
It is requested that you advise this office immediately if the appointment is accepted. If so, it will be necessary for you to report to the office of the Chief Clerk of the Federal Bureau of Investigation, Room 5519 United States Department of Justice Building, Pennsylvania Avenue between 9th and 10th Streets, Northwest, Washington, D. C., for oath of office and assignment at 9:00 A. M. on August 4th or August 11th.

In the event this appointment is accepted by you, upon your reporting for duty you will be assigned to any one of the three shifts of the Bureau. These shifts are as follows: 8:00 A. M. to 3:30 P. M. on week days and from 8:00 A. M. to 12 o'clock noon on Saturdays or from 4:00 P. M. to 11:30 P. M. on week days and from 12:30 P. M. to 4:30 P. M. on Saturdays or from 12 o'clock midnight to 7:30 A. M. on week days and from 4:30 P. M. to 8:30 P. M. on Saturdays.

For your information, the Federal Bureau of Investigation reserves the right to refuse acceptance of any resignation of an employee unless at least thirty days notice of intention to resign is given.

Subsequent to your entry on duty you will be afforded an additional physical examination by a Federal Medical Officer at Washington, D. C., and in the event the examination reflects that you are not capable of performing strenuous duties, or that

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



FEB 23 1984

Mr. Leroy B. Skousen
Arlington, Virginia

- 2 -

July 31, 1941

your vision or color vision is not normal. this appointment will be immediately cancelled. For your information, this Bureau's standards require uncorrected vision of no less than 20/40 in one eye and 20/50 in the other eye, corrected with glasses to normal vision of 20/20.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for duty.

Sincerely yours,

John Edgar Hoover
Director

cc: Mr. Patterson
Typing Ability

X
FEB 23 1944

FEDERAL BUREAU OF INVESTIGATION

Room 5519

7/29

1941

Telephone 113

To: CHIEF CLERK'S OFFICE

<input type="checkbox"/> Mr. Laughlin	<input type="checkbox"/> Mrs. Downes
<input type="checkbox"/> Mr. Callahan	<input type="checkbox"/> Mr. Gibbons
<input type="checkbox"/> Mr. Carroll	<input type="checkbox"/> Miss Guilgon
<input type="checkbox"/> Mr. Gauthier	<input type="checkbox"/> Mrs. Hewlett
<input type="checkbox"/> Mr. Halter	<input type="checkbox"/> Mr. Jackson
<input type="checkbox"/> Mr. Ladenberger	<input type="checkbox"/> Mrs. Jacobs
<input type="checkbox"/> Mr. Lee	<input type="checkbox"/> Mr. Newman
<input type="checkbox"/> Mr. Mackle	<input type="checkbox"/> Mr. Plant
<input type="checkbox"/> Mr. Mohr	<input type="checkbox"/> Mr. Reeder
<input type="checkbox"/> Mr. Poster	<input type="checkbox"/> Mr. Sheedy
<input type="checkbox"/> Mr. Schildecker	<input type="checkbox"/> Mrs. Shermer
<input type="checkbox"/> Mr. Scott	<input checked="" type="checkbox"/> Mrs. Wackerman
<input type="checkbox"/> Mr. Wilcox	<input type="checkbox"/> Mrs. Wentz
<input type="checkbox"/> Mr. Alley	
<input type="checkbox"/> Mrs. Atkinson	<input type="checkbox"/> M _____
<input type="checkbox"/> Mr. Coleman	<input type="checkbox"/> See Me
<input type="checkbox"/> Mr. Connors	<input type="checkbox"/> Phone Me
<input type="checkbox"/> Miss Crisp	<input type="checkbox"/> Note and Return
<input type="checkbox"/> Miss Day	

*This boy is in
from staying with
Leon Kousen*

W. R. GLAVIN

I, Leroy Bentley Skousen do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of Under Clerk (Trainee) in the Federal Bureau of Investigation, United States Department of Justice on which I am about to enter: So help me God.

(Sign here)

Leroy B. Skousen

Subscribed and sworn to before me this

4th day of August 1941.

Wm. C. Jackson
Notary Public

DATE OF ENTRY ON DUTY August 4, 1941
DATE OF BIRTH Sept. 27, 1917
PLACE OF BIRTH* Raymond, Alberta, Canada
* If foreign born, date of naturalization
LEGAL VOTING RESIDENCE San Bernardino, Calif.

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT?

No

(Yes or no)

* Parents citizens - campaign

FEB 23 1984

go to your file 8-6-44

67

NOT RECORDED

PERSONNEL AFFIDAVIT

Justice F.B. Investigation Washington, D.C.
(Department or agency) (Bureau or division) (Place of employment)
Name Leroy B. Skousen Leroy B. Skousen
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

I, Leroy Bentley Skousen, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Leroy B. Skousen
(Signature of employee)

Subscribed and sworn to before me this 4 day of August, A. D., 1944,
at Washington, D.C.
(City or place) (State)

[SEAL]

FEB 23 1944

REL:cl

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

To: COMMUNICATIONS SECTION.

JULY 22, 1941

Transmit the following message to:

LOS ANGELES.

LEROY BENTLEY SKOUSEN, MESSENGER APPLICANT, IMPERATIVE YOU SUBMIT TELETYPE
SUMMARY TONIGHT.

HOOVER.

508458-
52

JUL 22 1941

XEROX
FEB 23 1934

SENT VIA

M.

Per

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

REL:CL

To: COMMUNICATIONS SECTION.

JULY 15, 1941

Transmit the following message to:

LOS ANGELES

LEROY B. SKOUSEN, MESSENGER APPLICANT, SUBMIT WRITTEN REPORT IMMEDIATELY.

HOOVER.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

20843R

JUL 18 1941

XEROX
FEB 23 1984

SENT VIA _____

Per _____

DEP

July 1, 1941

Special Agent in Charge
Los Angeles, California

Re: LEROY BENTLEY SKOUSEN
Messenger Applicant

Dear Sir:

With reference to your wire dated June 26, 1941, you are advised that the investigation in the above case should be completed and the report submitted at the earliest possible date.

Very truly yours,

John Edgar Hoover
Director

67-2014-100-100-100
RECORDED
INDEXED

JUL 3 1941

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

COMMUNICATIONS SECTION
MAILED
★ JUL 2 1941
P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

XEROX
FEB 23 1994

Je

(Present address) 346 N. Glebe Road.
Arlington, Virginia.

(Date) August 4, 1941

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

In accepting an appointment to a position in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that I will be governed by the following provisions:

1. That my retention in the Bureau will be contingent upon the performance of satisfactory services.
2. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public, and with each other, is fully understood by me.
3. That the strictly confidential character of any and all information secured by me in connection, directly or indirectly, with my work as an employee of this Bureau, or the work of other employees of which I may become cognizant, is fully understood by me.
4. That neither during my tenure of service with the Federal Bureau of Investigation, nor at any time, will I violate this confidence, nor will I divulge any information of any kind or character whatsoever that may become known to me to persons not officially entitled thereto.

I further certify that the conditions specified herein are agreeable to me, and that I am entering on duty as an employee of the Federal Bureau of Investigation with a full knowledge of the conditions above set forth.

Very truly yours,

Larry B. Kousen
Signature and Title of Position,

Wanda Clark Traine
[67-208438-18]

Subscribed and sworn to before me this

4th day of August, A.D. 1944

Wm. C. Jackson
Notary Public

RECORDED

17. Feb. 47. Recorded.

FEB 23 1984 AUG 7 1941

THREE

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

AUG - 1 1941

WESTERN UNION

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Drayton.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....

BI PLS. ACK OUR NUMBERS FM 1 W

WE10 10

TDW ARLINGTON VIR AUG 1 1941 1231P

WJ EDGAR HOOVER

F B I DEPT OF JUSTICE

APPOINTMENT OF POSITION TO UNDER CLERK ACCEPTED REPORTING AUGUST

FOUR

L.B. SKOUSEN.

1255PM

RECORDED

AUG 14 '41
Per. Rec. to keep
B.B. written 8-4-41
my EJR
67-208438-19
Routed to Records
Ser. 76
9-5-94
AUG 7 1941
THREE W J

XEROX
FEB 23 1984

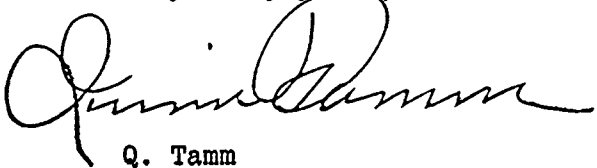
**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

August 7, 1941

MEMORANDUM

A search of the files of this Division fails to disclose any record of Leroy Bentley Skousen, employee, whose fingerprint card has been retained here. The fingerprint classification is this case is 24 L 1 Ur 18.
L 1 U

Very truly yours,


Q. Tamm

NOT RECORDED
47
AUG 11 1941
THREE
FEB 23 1984

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

TO OFFICIALS AND EMPLOYEES:

In order that the Department of Justice may have a complete record of its personnel, and for the information of the Congressional and City Directories, it is requested that you fill in all the blanks below and return this form to the Appointment Clerk at your earliest convenience.

NAME Mr. Leroy B. Skousen
(Please print)
TITLE Under Clerk (Trainee)
DIVISION Federal Bureau of Investigation
ROOM NUMBER 6646 BRANCH TELEPHONE . 233
RESIDENCE ADDRESS . . . 346 North Glebe Road
Arlington, Virginia
RESIDENCE TELEPHONE NUMBER . . . Glebe 2784
DATE . . . August 4, 1941

1

67-
Searched... (1)... Recorded...
Indexed... (1)... Checked...
Serialized... Filed...
AUG 7 1941
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

NOT RECORDED
THREE
file 41
8-6-41
eng
62

FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office Room 5513

July 31, 1941

To: ☒ Director
☒ Mr. Tolson
☐ Mr. Glavin
☐ Mr. Tracy
☐ M

FOR APPROVAL TO GO OUT

Appointment MR. LEROY B. SKOUSEN, Under-Clerk (Trainee), Grade CAF 1, \$1260 per annum, in the Files Section.

No political endorsers.

Special Agent W. Cleon Skousen, Supervisor in the Chief Clerk's Office, is applicant's brother.

Under Selective Service:
Classification 1-A
Order #2157

Applicant has been advised he will not be inducted until about February or March, 1942.

Mr. Tolson ☒
Mr. E. A. Tamm ☐
Mr. Clegg ☐
Mr. Foxworth ☐
Mr. Glavin ☒ *deveg*
Mr. Ladd ☐
Mr. Nichols ☐
Mr. Rosen ☐
Mr. Carson ☐
Mr. Drayton ☐
Mr. Quinn Tamm ☐
Mr. Hendon ☐
Mr. Coffey ☐
Mr. Harbo ☐
Tele. Room ☐
Tour Room ☐
Mr. Nease ☐
Mr. Tracy ☐
Miss Bashm ☐
Miss Gandy ☐

CC-186

W. R. Glavin

XEROX
FEB 23 1984

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

OHP:HLS

August 5, 1941

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee
Selective Service Status
E.O.D. 8-4-41

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

Mr. Skousen, who entered on duty in the Files Division on August 5, 1941, and who entered on duty in the Bureau on August 4, 1941, advises that he is registered with Selective Service Board #151, 490 Court Street, Room #9, San Bernardino, California, of which Board Mr. W. A. Schwartz is a Member. Mr. Skousen's Order Number is 2157.

Mr. Skousen has received his questionnaire and before departing from San Bernardino for Washington to accept a position with this Bureau, contacted Mr. Schwartz who placed Mr. Skousen in Class 2-A, Mr. Schwartz advised that he fully understood the importance of the Bureau's work and that he felt Mr. Skousen should be in this Class. Mr. Skousen did not seek deferment on any other grounds. Mr. Skousen advised that Mr. Schwartz requested him to advise this Bureau when he reached Washington that this Bureau should forward to the Local Board at San Bernardino a form (evidently a letter of deferment) which should outline and explain Mr. Skousen's duties. This is the complete information in Mr. Skousen's possession and action is left to your consideration.

Respectfully,

O. H. Patterson

67-208458-20

Respectfully, Roused by P. Carson

Searcher

Numbered

ALL 23 1941

FEDERAL BUREAU OF INVESTIGATION

RECORDED

noted SPR
Ass Form 42
8-8-41
JPH

Received
by
8-5-41

file
XEROX
FEB 23 1984

THREE
Wing

①

LEROY B. SKOUSEN

I am the Director of the Federal Bureau of Investigation, United States Department of Justice.

The Federal Bureau of Investigation, United States Department of Justice, has been designated by the President to take charge of investigative work in matters relating to espionage, sabotage and violations of the neutrality regulations. This Bureau is also charged with the duty of investigating other matters bearing upon the maintenance of the internal security of the United States. The duties thus imposed upon this Bureau constitute a vital function in the national defense program of this country. At the present time this Bureau is required by Act of Congress to expand its personnel in order effectively to discharge the important duties devolving upon it.

Leroy B. Skousen has been employed as a Clerical Employee by the Federal Bureau of Investigation since August 4, 1941. He was selected for this appointment after an extensive and complete character and fitness investigation had been made. He cannot be replaced satisfactorily because of the shortage of persons with his qualifications for such activity. Individuals appointed to positions in the Federal Bureau of Investigation must not only be of good character but must be in excellent physical condition and within the age group of Selective Service. Extreme difficulty is being experienced at present in obtaining a sufficient number of qualified applicants to take care of the increasing expansion of this Bureau and it is impossible to consider a replacement of any individual for this reason. Immediately upon entering on duty, appointees begin an intensive training course to qualify them in the handling of the confidential and exacting duties of employees of this Bureau. It is suggested that Mr. Skousen be given Classification II-B.

general supervisory

John Edgar Hoover

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Foxworth _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Drayton _____
 Mr. Quinn Tamm _____
 Mr. Hendon _____
 Mr. Tracy _____
 Miss Gandy _____

Federal Bureau of Investigation
 United States Department of Justice
 Washington, D. C.

3th

August

41.

67
 FEB 23 1964

*Delivered to him
 8-17-41
 J. E. H.*

[Handwritten signature]

EID

REC-21
67-20843

September 19, 1941

Mr. W. A. Schwartz
Clerk
Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

Dear Mr. Schwartz:

I am in receipt of your communication of September 10, 1941, wherein you advised that Mr. Leroy B. Skousen, Order No. 2157, has been granted deferment in Classification II-B.

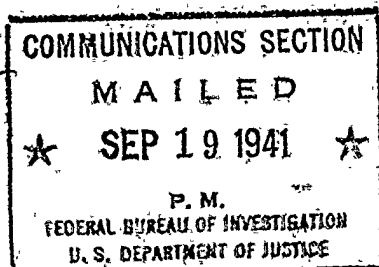
I desire at this time to express my appreciation for your courtesy in advising me of the action of your Board in this matter and you may be assured that in the event there is any change in his occupational status, I will promptly advise you.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



XEROX
FEB 23 1984

490 Court Street
San Bernardino, California

September 10, 1941

Order No. 2157

J. Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

This Local Board is pleased to grant your request received August 19, 1941, asking for the deferment of Leroy B. Skousen.

Classification of 2B is a semi-permanent one; does not have to be renewed; and continues so long as the conditions outlined in your request exist.

Should the registrant leave your employment, this Board would be pleased to have you report that fact within five days so the registrant may be reclassified according to the then existing conditions.

Yours truly,

Selective Service System
Local Board No. 151 of California
W. A. Schwartz
Clerk

67-208438-21
Routed..... Recorded.....
Searched..... Indexed.....
Numbered.....
SEP 10 1941
FEDERAL BUREAU OF INVESTIGATION

THREE *mg*

WAS:bes

*ack
9-19-41
RLL*

cc-Leroy Bentley Skousen
346 North Glebe Road, Apt 3
Arlington, Virginia

XERO
FEB 23 1984

Encl.

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Date

Mr. Leroy B. Clouston

August 4, 1941

New appointment

☒

Transfer

☐

Promotion

☐

Separation

☐

PRESENT STATUS

1. Title:

2. Grade:

3. Salary:

4. Seat of Government:

Field:

☐

5. Division:

6. Appropriation:

PROPOSED ACTION

7. Title: Under Clerk (Trainee)

8. Grade:

CAP 1

9. Salary: \$1250 per annum

10. Seat of Government:

Field:

☐

11. Division: Division Four,
Files Section

12. Appropriation: "Salaries and Expenses,
FBI, (National Defense)".

13. Effective With entry on duty

14. Position:

Additional: ☐

Vice: Chief W. Longan-Cancelled who
Identical: was vice on additional
position.

15. Remarks:

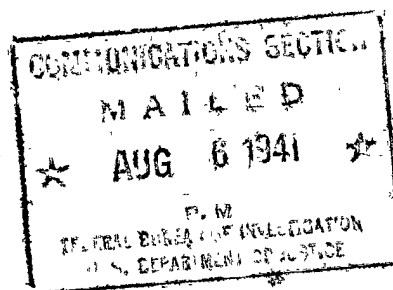
Recommended for appointment as an Under Clerk (Trainee).

Respectfully submitted,

CC: Chief, Audit Section

Director, Federal Bureau of Investigation

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



AUG 7 1941

FEB 28 1941

JTH:DEM

b6
b7C

August 27, 1941

MEMORANDUM FOR MR. GLAVIN

RE: AND LEROY D. SKOUSEN
BUREAU EMPLOYEES

The above were contacted in regard to their language ability listed on Vocation Record sheets at which time they advised they would rather not take the translation test at the present time. They also advised they would contact this Office when desirous of taking the tests.

Respectfully,

J. W. Mackie

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Ladd _____
Mr. Glavin _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____

XEROX
FEB 23 1984



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR Mr. Patterson

Re: Reassignment of boxes
in distributing units.

It is respectfully suggested that consideration be given to the possibility of reassigning the boxes in the various mail distributing units of the Files Section so as to conform with the assignment of boxes in the fifth floor messenger room. It is believed that the messenger bags could thereby be arranged in logical sequence resulting in greater facility in handling the mail.

At the present time the various distributing racks are arranged in a more or less promiscuous manner which causes the messengers to lose considerable amount of time. At the present time it is not possible to have the compartments of the messenger bags conform with the arrangement in any of the units. This is not only confusing to new messengers but frequently makes it inconvenient in picking up mail in the larger distributing rooms. It is thought that a reassignment of the boxes in all of the distributing rooms and the compartments in the bags would tend to prevent errors and speed up the messenger runs.

Respectfully

Leroy B. Skousen

Leroy B. Skousen

ADDENDUM:

I have talked to Mr. Skousen and thanked him on behalf of the Bureau for his suggestion, which was an excellent one and which has been put into effect. Mr. Skousen has shown very good initiative and alertness in this and his suggestion was very practical. I have explained to him that a letter will not be written to him thanking him for his suggestion but that instead this memo will be filed in his personnel file.

O. H. Patterson. *640*
XEROX

FEB 23 1984

67-208438
Routed _____
Recorded _____
INDEXED _____
FILED _____

BJF:eca

August 4, 1941

Mr. Leroy B. Skousen,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Skousen:

You are hereby appointed an Under Clerk (Trainee) in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$1260 per annum in Grade Caf-1, effective with your entry on duty and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," DEPARTMENTAL.

You should execute the required oath of office, personal history statement and Form 3464a.

Respectfully,

(signed) Francis Biddle

Acting Attorney General.

By the Attorney General:

(Sgd.) Matthew F. McGuire

The Assistant to the Attorney General.

Files Section, Division Four.
Identical with

b6
b7c

XEROX
FEB 23 1994

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

August 4, 1941

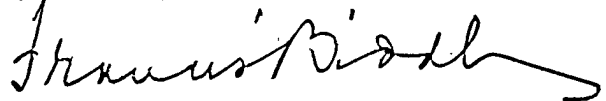
Mr. Leroy B. Skousen,
Federal Bureau of Investigation,
Department of Justice.

Dear Mr. Skousen:

You are hereby appointed an Under Clerk (Trainee) in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$1260 per annum in Grade Caf-1, effective with your entry on duty and payable from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," DEPARTMENTAL.

You should execute the required oath of office, personal history statement and Form 3464a.

Respectfully,



Acting Attorney General.

By the Attorney General:



The Assistant to the Attorney General.

*241
H R 12
pg*

XEROX
FEB 23 1984

DJ

August 19, 1941

MEMORANDUM FOR MR. T. D. GUINN
THE ADMINISTRATIVE ASSISTANT TO THE ATTORNEY GENERAL

This is to advise you that the following individuals entered on duty in the Federal Bureau of Investigation on August 4, 1941.

Mr. Leroy E. Skousen



Under Clerk (Trainee)
Under Clerk
Under Clerk (Trainee)
Junior Cryptographer
Under Clerk

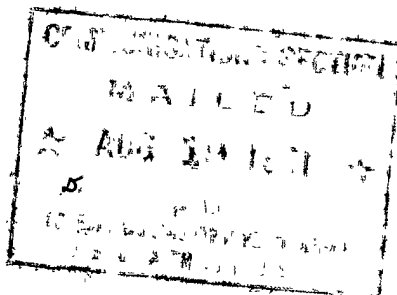
b6
b7C

Oaths of office have been received from the above employees.

Very truly yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



EX-101
FEB 23 1984

See Me

Phone Me

Please Handle

Note and Return

Place in his Personnel file.
no need to send to
Admin. Files

OTP

O. H. Patterson

490 Court Street
San Bernardino, California

September 10, 1941

Order No. 2157

J. Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

This Local Board is pleased to grant your request received August 10, 1941, asking for the deferment of Leroy D. Skousen.

Classification of 2D is a semi-permanent one; does not have to be renewed; and continues so long as the conditions outlined in your request exist.

Should the registrant leave your employment, this Board would be pleased to have you report that fact within five days so the registrant may be reclassified according to the then existing conditions.

Yours truly,

Selective Service System
Local Board No. 151 of California

W. D. Skousen
Clerk

WAS:bes

W. D. Skousen

XEROX
FEB 23 1984

cc-Leroy Bentley Skousen
346 North Globe Road, Apt 3
Arlington, Virginia

**** c o p y ****

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.
September 23, 1941

OHP:RR

MEMORANDUM FOR MR. NICHOLS
RE: LEROY B. SKOUSEN
Files Division Employee
CAF 1 - \$1260
45-Day Efficiency Report
EOD 8-4-41

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Coffey _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Hease _____
Mr. Tracy _____
Miss Beahm _____
Miss Gandy _____

Mr. Skousen performed messenger duties when he first entered on duty, during which time he made an excellent suggestion for the entire rearranging of boxes; which suggestion was a very good one. He is now performing clerical duties in the Filing Unit and his work has been decidedly above average. Mr. Skousen is mature, intelligent, and always uses excellent common sense and judgment. His production to date is about average, but this is due, I believe, only to his inexperience in the Filing Unit. He is absolutely dependable and reliable, is energetic, gets things done; he has exhibited excellent initiative and enthusiasm and his attitude is beyond reproach. Mr. Skousen has had considerable experience in meeting and dealing with people, all of which is reflected in his work. Mr. Skousen is decidedly an above average Bureau employee and should develop far in the service.

RECORDED
Respectfully,
67-208438-23

Searched
Indexed
1 1941

O. H. Patterson
FEB 23 1941

L.B.S.
Initialed

ADDENDUM:

In view of the above favorable report it is recommended that Mr. Skousen be promoted to Grade 2 at \$1440. Mr. Skousen does not perform any typing duties.

O. H. Patterson.
FEB 23 1941

21-Day Report
E.O.D. 8-4-41
August 27, 1941

NAME Leroy B. Skousen

Messenger

	A.A.	A.	B.A.
Day Shift: 10 - 6:30			
(for an employee of 45 Production to date day's experience)		✓	
Accuracy in work		✓	
Efficiency - organizing work		✓	
Common sense and judgment:			
Does the employee learn easily -	✓		
Does the employee ask intelligent questions -	✓		
Can the employee analyze a situation -		✓	
Initiative, aggressiveness, energy, enthusiasm	✓		
Dependability and reliability: (Will the employee work when the supervisor is not around.)		✓	
Attitude: Re overtime, loyalty to Bureau, amenability to discipline		✓	
Cooperation		✓	
Does this employee possess any latent administrative ability -		✓	
Do you believe this employee will be- come a below average, average or above average employee -	✓		

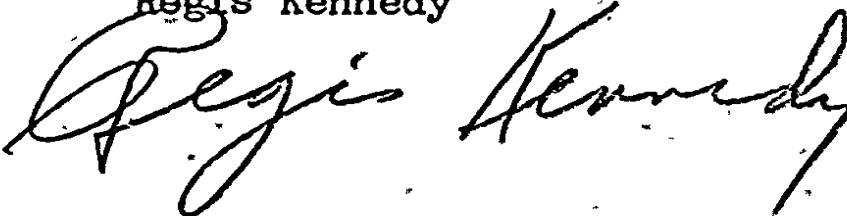
COMMENTS: The above is a capable, energetic and enthusi-
astic worker, very much interested in his work. He is
slightly older than the average new messenger and appears
to have a better understanding of his work than the
average new employee. He has had two years of college
work and has spent two years in England. He is planning

to enter National University in the fall to begin the study of law, hoping to become a Special Agent when he completes his study there.

As you know, he submitted a plan of arrangement for the boxes in the Front Office and the messenger's bag which shows considerable work and thought on his part and which I think will, in the future, save quite a bit of time for the new employees.

I think Mr. Skousen's work as a messenger has been outstanding, and if he continues to exercise the same energy and enthusiasm in his future positions I believe that he will be an outstanding employee. I would rate him "Above Average."

Regis Kennedy

A handwritten signature in cursive script that reads "Regis Kennedy". The signature is written in dark ink and is positioned below the typed name "Regis Kennedy".

NAME LEROY B. SKOUSEN
UNIT Files (Messenger)
SHIFT 10:30 - 6:30 (Midnight Shift)

45 - Day Report
EOD: Bureau August 4, 1941
Unit Messenger (Files)
DATE September 17, 1941

	ABOVE AVERAGE	AVERAGE	BELOW AVERAGE
ACCURACY IN WORK		✓	
PRODUCTION		✓	
COMMON SENSE AND JUDGMENT:			
Is the employee logical - does he reason a problem out	✓		
Does the employee learn easily	✓		
Does the employee ask intelligent questions	✓		
DEPENDABILITY AND RELIABILITY:			
Is the employee thorough	✓		
Does the employee stick with a job until it is finished	✓		
Does the employee work without immediate supervision	✓		
INITIATIVE - AGGRESSIVENESS - ENTHUSIASM	✓		
ATTITUDE:			
Is the employee loyal to the Bureau	✓		
Is the employee sincere and conscientious	✓		
How does the employee respond to constructive criticism	✓		
Is the employee cooperative with fellow employees	✓		
ACCEPTANCE OF RESPONSIBILITY:			
Is the employee willing to accept and do more than just what is assigned to him	✓		
NEATNESS OF WORK	✓		
Do you believe this employee will become a below average, average, or above average employee	✓		

COMMENTS:

The above's work as a messenger has been outstanding. He showed more than the average of enthusiasm and initiative in the handling of his work. He was quick and eager to learn the functions and duties of the Files Section and was always

XEROX
FEB 23 1984

anxious to be of assistance in carrying them out.

He, on his own time at home, worked out a system of arranging the mail boxes and the messenger bags which has been of material assistance, both as a time saver and to the new messengers in learning the runs. He did a very fine job assisting me on the recent surveys of the messengers runs, carrying out any suggestions I made and also worked out some interesting data himself.

I consider the above to be above the average employee.

Jesse F. Kennedy

September 18, 1941

Mr. Skousen has been under my supervision for three days, therefore, I am unable to say anything of value regarding the employee's work. Mr. Skousen gives me the impression of being an above average employee in that he is very enthusiastic and shows plenty of initiative. He also asks very intelligent questions and is sincere and conscientious in everything that he does.

Nates S. Coleman

Mr. Skousen is an alert, intellectually inquisitive, hard working young man. He is above average in ability and intelligence and will undoubtedly become an above average employee.

Mr. Skousen seems to be an employee of exceptional ability. However, I have not had the opportunity to observe him for an extended length of time other than when he was in the status of messenger. I do feel that he will be found to rate among the very best employees yet assigned to the Files Division.

b6
b7C

EG
67-

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Mr. Leroy B. Crouson

Date September 27, 1941

New appointment

☐

Transfer

☐

Promotion

☒

Separation

☐

PRESENT STATUS

- | | |
|---|---|
| 1. Title: Under Clerk (Trainee) | 2. Grade: CAF 1 |
| 3. Salary: \$1250 per annum | 4. Seat of Government: <input checked="" type="checkbox"/>
Field: <input type="checkbox"/> |
| 5. Division: Division Four
Files Section | 6. Appropriation: "Salaries and Expenses,
FDI. (National Defense)" |

PROPOSED ACTION

- | | |
|--|---|
| 7. Title: Junior Clerk-Ty 1st | 8. Grade: CAF 2 |
| 9. Salary: \$1440 per annum | 10. Seat of Government: <input checked="" type="checkbox"/>
Field: <input type="checkbox"/> |
| 11. Division: Division Four
Files Section | 12. Appropriation: "Salaries and Expenses,
FDI. (National Defense)" |
| 13. Effective: October 1, 1941 | 14. Position: Additional: <input checked="" type="checkbox"/>
Vice:
Identical: Master Sheet #2272 |
| 15. Remarks: | |

Respectfully submitted,

CC: Chief, Audit Section

Director, Federal Bureau of Investigation

(Title)

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____

Mr. Quinn Tamm _____

Mr. Hendon _____

Mr. Tracy _____

Miss Gandy _____

COMMUNICATIONS SECTION

MAILED

SEP 29 1941

☆

XEROX
FEB 23 1984

NOT RECORDED

ES
67-

September 29, 1941

MEMORANDUM FOR MR. PATTERSON

RE: MR. LEROY B. SKOUSEN

This is to advise you that the above employee is being transferred to the position of Junior Clerk-Typist, CAF 2, \$1440 per annum, in the Files Section, effective October 1, 1941.

Very truly yours,

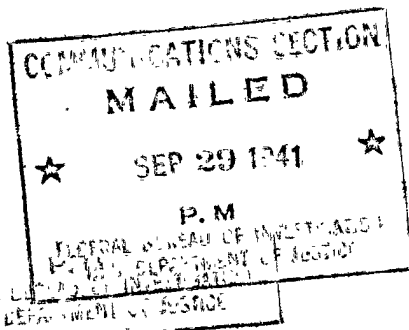
John Edgar Hoover
Director

5 OCT 7 41

67-111-24

1941

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



XEROX
FEB 23 1984

hw
67-208438

October 16, 1941

Mr. Leroy B. Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a letter from the Attorney General advising you of your promotion from \$1260 per annum in Grade CAF 1, to \$1440 per annum in Grade CAF 2, effective October 1, 1941.

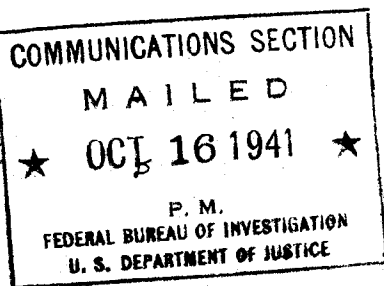
Sincerely yours,

John Edgar Hoover
Director

Enclosure

CC: Mr. Patterson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Foxworth _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Carson _____
Mr. Drayton _____
Mr. Quinn Tamm _____
Mr. Hendon _____
Mr. Tracy _____
Miss Gandy _____



OCT 21 1941

208438-25

47
Mr.

37
1941

[Handwritten signature]

XEROX

FEB 23 1984

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

HDP:ghs

September 29, 1941

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Under Clerk (Trainee)

Assignment: Division Four
Files Section

Grade: CAF 1 Salary: \$1260 per annum

Appropriation: "Salaries & Expenses, Federal Bureau of
Investigation (National Defense)" DEPARTMENTAL

To

Position: Junior Clerk-Typist

Assignment: Division Four
Files Section

Grade: CAF 2 Salary: \$1440 per annum

Appropriation: "Salaries & Expenses, Federal Bureau of
Investigation (National Defense)" DEPARTMENTAL

Effective: October 1, 1941

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(Sgd.) Matthew F. McGuire

The Assistant to the Attorney General.
Additional position
Identical to Master Sheet #2272

XEROX
FEB 23 1984

*File
10-16-41
MFG*

FILED

October 20, 1941

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

Gentlemen:

Referenced is made to the Selective Service case of
Mr. Leroy B. Skousen who is duly registered at your Board as
Order No. 2157. You will recall that under date of August 8, 1941, D.S.S. Form 42 executed by me was issued to your Board
requesting that he be placed in a deferred status. Accord-
ingly, he was granted deferment in Classification II-B.

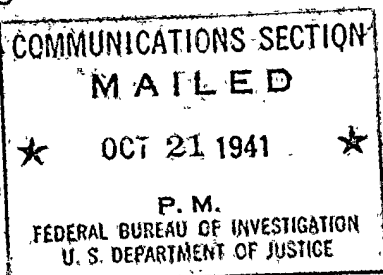
In accordance with the new Selective Service regu-
lations I desire to advise you that Mr. Skousen, in view of
his increased experience and length of service, has now been
promoted to a salary of \$1440 per annum. This information
is being furnished to you in order that you will, at all times,
have a complete set of facts with regard to this case.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



XEROX
FEB 23 1984

JOHN EDGAR HOOVER
DIRECTOR



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Your Room _____
Mr. Nease _____
Miss Gandy _____
Miss Gandy _____

MEMORANDUM FOR MR. PATTERSON

December 17, 1941

It has been requested that I enroll in the Federal Bureau of Investigation Accounting Course. I was informed that said request should be placed in the hands of my supervisor. Naturally, it is also my desire that I be considered and enrolled in this course since my ultimate aim is to be of more service.

Any consideration and suggestions in this matter will be deeply appreciated.

Sincerely,

Leroy B. Skousen
Leroy B. Skousen

JAN 6 1942

RECORDED

67-208438-27

Searched	Indexed
Serialized	Filed
DEC 26 1941	
FEDERAL BUREAU OF INVESTIGATION	

*ack +
transmitted sent
12-22-41*

XEROX
FEB 23 1984

LB # 151
490 Court Street
San Bernardino, California

January 29, 1942.

J. Edgar Hoover
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

Revised instructions covering the classification of 2-B now limits the period of deferment to six months. Otherwise, the regulations remain unchanged, the principal requirements being that the Registrant must again be classified in case of change of employer or the type of employment.

Classification may be renewed for a further six months period if the facts warrant such action. Renewal of classification should be requested in the week prior to the expiration date.

The expiration date of the 2-B classification for your employee, Leroy Bentley Skousen, Order No. 2157, is March 8th, 1942.

RECORDED
67-208438-28
Yours truly, Routed... Recorded...
Searched... Checked...
Selective Service System Filed 7-47 31
Local Board No. 151B San Bernardino, California

[Signature]
Clerk

WAS:jmc
Copy: L. B. Skousen

XERO
FEB 23 1984

PHL:RSJ

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

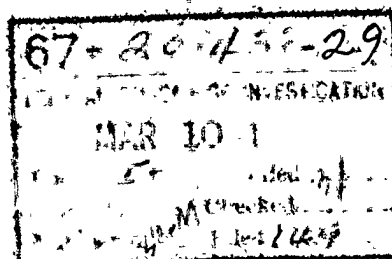
MARCH 7, 1942

To: COMMUNICATIONS SECTION.

Transmit the following message to:

490 COURT STREET
SAN BERNARDINO, CALIFORNIA

RE SELECTIVE SERVICE STATUS LEROY B. SKOUSEN WHO IS DULY REGISTERED AT YOUR BOARD AS ORDER NUMBER TWO ONE FIVE SEVEN. ADVISED REGISTRANT PRESENTLY PERFORMING DUTIES AS CONFIDENTIAL INDEX AND FILES ANALYST OF THIS BUREAU IN A POSITION WHICH HAS BEEN DESIGNATED AS CRITICAL TO BUREAU BY GENERAL HERSHEY OF NATIONAL SELECTIVE SERVICE HEADQUARTERS IN A MEMORANDUM TO ALL LOCAL BOARDS UNDER DATE OF DECEMBER TWENTY-NINE, NINETEEN FORTY-ONE. DESIRE TO REQUEST ADDITIONAL DEFERMENT IN CLASS TWO B FOR HIM. D.S.S. FORM FORTY-TWO A SUBSTANTIATING THIS REQUEST TO BE FORWARDED TO YOUR BOARD IN IMMEDIATE FUTURE VIA AIR MAIL.

JOHN EDGAR HOOVER, DIRECTOR
FEDERAL BUREAU OF INVESTIGATION

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Tracy _____
 Mr. Rosen _____
 Mr. Carson _____
 Mr. Coffey _____
 Mr. Hendon _____
 Mr. Holloman _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

RECEIVED
 U.S. DEPARTMENT OF JUSTICE
 COMMUNICATIONS SECTION

MAR 7 1942
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RECEIVED
 FEB 23 1942

SENT VIA _____

M

Per _____

JOHN EDGAR HOOVER
DIRECTOR



FWW:AW

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

March 3, 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
E.O.D. - 8/4/41
CAF 2 - \$1440
Files Division Employee

In view of the uniformly good work of the above employee and the fact that he is performing identical duties with other employees assigned to the Filing Unit in Grade CAF 3, it is recommended that he be promoted in grade and salary.

Respectfully,

O. H. Patterson
O. H. Patterson.

*Own letter sent
3-21-42
WJG
3/27
JL*

OK 3/11

*Pres. Rec. to Dept
3-5-42
WJG*

MAR 13 1942

67-208438-30
MAR 10 1942
FEDERAL BUREAU OF INVESTIGATION

KEROX
FEB 23 1984

THREE

JOHN EDGAR HOOVER
DIRECTOR



RHL:IMP

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

February 13, 1942

MEMORANDUM FOR MR. TOLSON

RE: LEROY B. SKOUSEN
Selective Service Status

Entered on duty - August 4, 1941
Present grade and salary - Caf-2, \$1440
Present assignment - Files Division
Marital status - Single

The above employee received his Selective Service questionnaire prior to his entrance on duty from Local Board Number 15, San Bernardino, California. He was placed in a deferred status by this board in view of his acceptance of a position with the Bureau. Under date of August 8, 1941, D.S.S. Form 42 was furnished to the local board and as a result thereof, he was placed in Class II-B. The Bureau has just received a communication from the local board concerned advising that the deferment expires on March 8, 1942, and that additional request for deferment should be made one week prior to the expiration date.

Mr. Skousen is presently employed in the Files Division as a Grade 2 employee in the Filing Unit. Mr. Patterson advises that he is one of the best prospects that he has had in a considerable time. He further states that while he is only in Grade 2, he is actually performing special locate work which, of course, is Grade 3 work. He further stated that it would be at least three months before Mr. Skousen would be eligible for promotion into Grade 3.

The Bureau will have to respond to the draft board inquiry, and I fail to see how additional deferment can be requested on the basis of his present duties, and accordingly, it is recommended that the response be made to the effect that no additional deferment can be requested for him.

Respectfully,

R. H. Laughlin

MAR 10 1942

FEB 23 1942

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Tracy _____
Mr. Rosen _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Tour Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

pln

FEDERAL BUREAU OF INVESTIGATION

Mr.
Miss
Mrs.

Mr. Leroy D. Hunter

Date March 5, 1942

New appointment ☐Transfer ☐Promotion ☒Separation ☐

PRESENT STATUS

1. Title: Junior Clerk-Typist 2. Grade: CAF 2
 3. Salary: \$1440 per annum 4. Seat of Government: ☐ Field: ☐
 5. Division: Division Four Files Section 6. Appropriation: *Salaries and Expenses, FBI (National Defense)

PROPOSED ACTION

7. Title: Assistant Clerk 8. Grade: CAF 3
 9. Salary: \$1650 per annum 10. Seat of Government: ☐ Field: ☐
 11. Division: Division Four Files Section 12. Appropriation: *Salaries and Expenses, FBI (National Defense)
 13. Effective: March 16, 1942
 14. Position: Vice: ☐ Additional: ☐ George F. Bailey - transferred 2-1-42
 15. Remarks:

Respectfully submitted,

CC: Tolson
 Chief, Audit Section
 Mr. E. A. Tamm
 Classification Section
 Mr. Clegg
 Mr. Glavin

Director, Federal Bureau of Investigation
 (Title)

Mr. Ladd
 Mr. Nichols
 Mr. Tracy
 Mr. Rosen
 Mr. Carson
 Mr. Coffey
 Mr. Hendon
 Mr. Holloman
 Mr. Quinn Tamm
 Mr. Nease
 Miss Gandy

MAILED 3

MAR 9 1942 P.M.

FEDERAL BUREAU OF INVESTIGATION
 U. S. DEPARTMENT OF JUSTICE

FEB 23 1942

mos

March 21, 1942

Mr. Leroy B. Skousen
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Skousen:

It is with pleasure that I am enclosing a
letter from the Attorney General advising you of your
promotion from \$1440 per annum in Grade CAF 2 to \$1620
per annum in Grade CAF 3, effective March 16, 1942.

Sincerely yours,

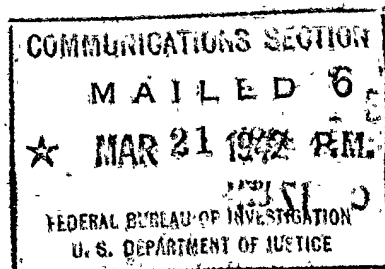
John Edgar Hoover
Director

Enclosure

CC - Mr. Nichols
Mr. Patterson

Mr. Reeder

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



XEROX
FEB 23 1984

DEPARTMENT OF JUSTICE

WASHINGTON, D. C. RGP:ghs

March 5, 1942

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby transferred from one position to another in
the Federal Bureau of Investigation as indicated:

From

Position: Junior Clerk-Typist

Assignment: Division Four
Files Section

Grade: CAF 2 Salary: \$1440 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation (National Defense)," DEPARTMENTAL.

To

Position: Assistant Clerk

Assignment: Division Four
Files Section

Grade: CAF 3 Salary: \$1620 per annum

Appropriation: "Salaries and Expenses, Federal Bureau of
Investigation (National Defense)," DEPARTMENTAL.

Effective: March 16, 1942

Respectfully,

Francis Biddle

Attorney General.

By the Attorney General:

(signed) James Rowe, Jr.

The Assistant to the Attorney General.

Vice: Lawrence F. Lanley - transferred 2-1-42

REL:IMP

March 24, 1942

Mr. A. Dean Caldwell
Clerk
Local Board Number 152
Selective Service System
490 Court Street
San Bernardino, California

~~CONFIDENTIAL~~

Dear Mr. Caldwell:

Reference is made to your communication of March 11, 1942, advising me that Mr. Leroy B. Skousen, who is duly registered at your Board as Order Number 2157, is presently classified in Class III-A. You will recall that previously deferment was requested for him and that under date of March 7, 1942, a telegram was directed to you with regard to his continuance in a deferred classification.

In connection with this matter I thought your Board would desire to have an appropriate copy of D.S.S. Form 42-A to be made a part of his Selective Service file, and therefore, I am transmitting herewith the above mentioned form which has been executed by me under date of March 13, 1942. You will note that since the original request for deferment was made, he has been promoted to the salary of \$1620 per annum and has been designated as a Confidential Index and Files Analyst.

Of course, I shall keep you promptly advised as to any change whatsoever in the occupational status of this registrant with this Bureau. I want you to know that I appreciate your courtesy in writing to me with regard to this matter, and if there is any additional information you may desire, please do not hesitate to call upon me.

Sincerely yours,

John Edgar Hoover
Director

497020

cc: Mr. Patterson

FEB 23 1934

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Local Board No. 152 91
San Bernardino County 071

MAR 12 1942 152

499 Court Street
San Bernardino, California

490 COURT ST. ROOM 12
SAN BERNARDINO, CALIF.

March 11, 1942

Mr. John Edgar Hoover
Director Federal Bureau of Investigation
Washington, D.C.

Re: LeRoy B. Skousen
Order No. 1596

Dear Sir:

In regard to your telegram pertaining to the above subject registrant, please be advised that this man at the present time is classified 3-A, which as you know at the present time is a deferred classification. However, if in the future it becomes necessary to reclassify this classification please be assured that this Board will cooperate with you in every way.

If we can be of assistance to you at any time in the future, please advise.

Very truly yours

SELECTIVE SERVICE SYSTEM
Local Board No. 152 of California

MAR 27 1942

BY A. Dean Caldwell
A. DEAN CALDWELL
Clerk

ADC:ao

RECEIVED

OK
3-14-42
RLL

gated
p.w.

67-208438-33	
Routed 47	Recorded.....
Search 43	Indexed.....
Number 43	Filed.....
MAR 17 1942	
FEDERAL BUREAU OF INVESTIGATION	

AFFIDAVIT TO SUPPORT CLAIM FOR OCCUPATIONAL DEFERMENT

INSTRUCTIONS.—This form is to be filled out by an employer or other person who has knowledge of the registrant's eligibility for Class II deferment as a necessary man in his civilian occupation or activity. If the registrant owns and operates his own business, he may fill out this form himself.

All parts except Part E should be filled out for a registrant engaged in a business, occupation, or profession.

Parts A, E, F, G, and H should be filled out for a registrant pursuing a course of instruction in preparation for work necessary to the National Defense.

A. IDENTIFICATION OF REGISTRANT:

1. Local Board No. 15 San Bernardino San Bernardino California
(County) (City) (State)

2. Name of registrant LEROY B. SKOUSEN Order No. 2157

B. INDUSTRY, BUSINESS, OR SERVICE IN WHICH REGISTRANT IS ENGAGED:

1. Name of firm, corporation, partnership, etc. Federal Bureau of Investigation, United States
Department of Justice

2. Description of industry or other activity....See attachment

3. Is the activity seasonal? No If so, what is the season? _____

4. Has your product or service any relationship to the National Defense production program? Yes If so, specify As mentioned under B. 2, the Bureau has investigative jurisdiction over all violations pertaining to the internal security of the United States.

5. Is your product or service necessary to the health, safety or interest of the community or the Nation? Yes If so, specify See attachment

6. (a) Have you any National Defense contracts or subcontracts? ----- If so, specify -----

(b) Do any of the above contracts carry specific priority ratings? ----- If so, specify -----

7. Approximate percentage of product or service currently produced for use of—

(a) The general public -----

(b) The Government ----- See attachment

(c) A primary contractor of the Government Explain item (c) here

8. If an agricultural pursuit, state

(a) Size and type of farm

(b) Number of acres under cultivation

Number of livestock, poultry, etc.

(c) Principal product

(d) Number of persons employed for wages

C. OCCUPATION OF REGISTRANT:

Confidential Index and Files Analyst

1. What is the title of his present job or position? **Files Division**

2. On what date did he enter upon present duties? **August 4, 1941**

3. What is his weekly rate of pay? **\$1620 annually (CONFIDENTIAL)**

4. Is he a—

(Check one)

☒ Regular employee.

☐ Other (specify):

☐ Seasonal employee.

☐ Temporary or occasional employee.

5. Has he a journeyman rating?

6. Is he—

(Check one)

☐ Skilled. **See remarks**

☐ Unskilled.

☐ Semiskilled.

(a) Is he in training as an apprentice or learner?

(State which)

(b) How long has he been in such training?

(c) On what date will he complete his training?

(d) For what work is he preparing?

7. (a) Give an ACCURATE and FULL description of his duties. (If possible use United States Employment Service job specifications) **See attachment B. 2 and remarks**

(b) On what specific product or service is he primarily engaged? **See attachment B. 2**

8. Is the registrant trained or experienced in more highly skilled work than that in which he is now engaged?

If so, specify

D. DATA RELATIVE TO "NECESSITY" OF THE REGISTRANT:

(See last page of this form for definitions of "necessary man" and regulations regarding deferment.)

1. Have you had difficulty in recruiting workers with the registrant's qualifications or skill? **Yes** If so, explain action taken, and results **See attachment**

2. Do you anticipate that you would have difficulty in recruiting workers with the registrant's qualifications or skill now or in the future? **Yes** If so, upon what grounds do you base your anticipation? **See attachment D. 1**

3. Would the registrant's removal cause a material loss of effectiveness in your activity? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

4. Would the registrant's removal cause such a serious interruption or delay in your activity that it would impede the National Defense program? Yes If so, upon what grounds do you base your statement? See attachments D. 1 and D. 5

5. (a) How many persons of similar skill or training do you employ? 20
(b) Are you expanding that part of your business that requires the services of the registrant's special qualifications or skill? Yes If so, specify in detail See attachment

6. (a) How long does it take to train a person in the registrant's qualifications or skill? See remarks
(b) How many persons are you now training in these qualifications or skill to replace separated workers? To fill newly created jobs? 200

E. STUDENTS AND OTHERS IN TRAINING:

(To be filled in by appropriate official of school or institution.)

1. Name and type of school or institution _____
(Type) _____ Location _____ (Name) _____ (City) _____ (State) _____
2. Designation of course pursued by registrant _____
3. For what certificate or license (if any) is he preparing? _____
4. Length of time already spent in course _____
5. How has he progressed to date? _____
6. On what date do you expect the registrant to complete this training? _____
7. Has he offers or contracts of employment after completing the course? _____ If so, specify _____

F. EMPLOYER'S (OR SCHOOL OFFICIAL'S) STIPULATION:

1. Based on the definitions given below in "Excerpts from Selective Service Regulations," I/we recommend classifying this registrant in Class II-B
(II-A or II-B)
2. Deferment of this registrant is requested for Indefinite
(Length of time)
3. It is agreed that I/we will notify registrant's Local Board of the resignation, dismissal, failure to make progress in training, or a change in the nature of the employment of the above-named registrant.
4. The registrant is not related to any of the executive officers of this employing unit. The above relationship, if any, is _____
(Is, is not)

G. REMARKS: He is thoroughly familiar with the confidential indices and investigative files maintained at the Seat of Government. He must be familiar with the administrative structure of the Bureau and capable of performing special searches and locates for the various officials of this Bureau. It will be noted that Mr. Skousen is presently performing duties in a position which has been designated as critical to the effective functioning of this Bureau by General Hershey of the National Selective Service Headquarters in his bulletin of December 29, 1941 to all local boards.

H. JURAT:

I, J. Edgar Hoover do solemnly swear (or affirm) that
(Name)
I am the Director of the Federal Bureau of Investigation
(Official position) (Name of employing unit, or school or institution)
and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 13th day of March, 1942.

(Signature)

(Signature of official administering oath)

(Official designation of official administering oath)

THE OATH REQUIRED BY THIS FORM MAY BE ADMINISTERED BY:

1. Any civil or military officer authorized to administer oaths generally or in military administration.
2. Any member of a Local Board or Board of Appeal, or the clerk of such board.
3. Any government appeal agent.
4. Any member or associate member of an Advisory Board for Registrants.
5. Any Postmaster.
6. Any other person authorized by the Selective Service Regulations to administer oaths.

No fee shall be charged by any person for administering the oath required on this form.

EXCERPTS FROM SELECTIVE SERVICE REGULATIONS

351. "Necessary man" defined.—A registrant shall be considered a "necessary man" in industry, business, employment, agricultural pursuit, governmental service, or in any other service or endeavor, including training or preparation therefor, only when all of these conditions exist:

- (a) He is, or but for a seasonal or temporary interruption would be, engaged in such activity.
- (b) He cannot be replaced satisfactorily because of a shortage of persons with his qualifications or skill in such activity.
- (c) His removal would cause a material loss of effectiveness in such activity.

352. Composition of Class II.—(a) In Class II-A shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is necessary to the national health, safety, or interest in the sense that it is useful or productive and contributes to the employment or well-being of the community or the Nation.

(b) In Class II-B shall be placed any registrant found to be a "necessary man" in any industry, business, employment, agricultural pursuit, governmental service, or any other service or endeavor, or in training or preparation therefor, the maintenance of which is essential to the national health, safety, or interest in the sense that a serious interruption or delay in such activity is likely to impede the National Defense program.

353. Length of deferments for Class II-A.—(a) Class II-A deferments shall be for a period not longer than 6 months, at the expiration of which time the deferment shall cease. Upon the expiration of any such period, the case of the registrant shall be reopened and his classification considered anew in the manner provided in Section XXX, and, if the facts warrant, the registrant may again be classified in Class II-A for a further period not to exceed 6 months.

(b) Class II-B deferments shall not be limited as to the period during which they shall be effective. The case of a registrant classified in Class II-B may be reopened and his classification considered anew in the same manner and for the same reasons as any other classification. (See Section XXX.)

B. 2.

The Federal Bureau of Investigation has been designated as the sole civilian Government investigative agency, having jurisdiction over the investigation of matters pertaining to the national defense, that is, espionage, sabotage, registration of agents of foreign principals and the like. Further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, the National Motor Vehicle Theft Act, and numerous others. The Federal Bureau of Investigation has also been designated by Congress as the agency officially responsible for the tabulation and dissemination of police statistics for the entire country. Under an Act of Congress these statistics are gathered and are distributed to thousands of interested police and affiliated agencies each quarter so that trends of crime, crime records, and crime control can be known to those to whom it is of most interest. Further than this, the Federal Bureau of Investigation has been designated as the agency having jurisdiction over the classification and maintenance of fingerprint records, not only on a national basis, but on an international basis. We have some thirty-one million sets of fingerprints on hand today. We are receiving the fingerprint records of all persons enlisted or being inducted into the Army and enlisted in other military services. Thousands of persons in public utility positions are fingerprinted and the prints are retained in our files. Those working in national defense industries on many occasions are fingerprinted, their prints being included in our files. Our Government employees' prints are included. We are receiving thousands of criminal fingerprints from all police agencies in the country daily and it is essential that we immediately be able to notify the arresting agency of the criminal record of the individual because he may be wanted for more serious crimes in other sections of the country and if he is to be released on a mere vagrancy or other charge, he may be set free to continue his depredations on society. This Bureau, together with many other foreign countries, participates in the international exchange of fingerprints. Hundreds of international crooks are brought to task yearly through the media of this service we have rendered.

Our Criminology Laboratory handles the scientific examination of evidence in cases investigated by the Federal and local law enforcement agencies. A great deal of their work is done in the examination of suspected sabotage cases at the present time. The scientists in that Laboratory have lectured throughout the country on bombs and explosives so that local police agencies may be adequately prepared to handle any such matters which might arise under their jurisdiction.

There are contained in our Files Section the files of hundreds of thousands of individuals whose activities are of the greatest importance to the country today. The work of the Files Section and the records of that section which have to do not only with the investigation of kidnaping, extortion, bank robbery, and like cases but also the investigation of our espionage, sabotage, foreign agent cases, and others, are of course accessible to employees working in that unit. It is most essential that only the most trusted employees be so assigned.

B. 5.

The work of the Federal Bureau of Investigation is of the utmost importance in the national defense. It is essential that thoroughly qualified personnel of the highest integrity and background be secured for every position in the Bureau. Our work is the guarding of the internal security of the country, not only in national defense matters, but in the control of those criminals who previously had terrorized the country in waves of bank robbery, kidnaping, extortion, white slavery, automobile theft, and numerous other crimes. There is no doubt whatsoever in the minds of law enforcement officials that should any group be permitted to have the assurance that their activities were being minimized during the present national emergency, we would have a tremendous country-wide wave of crime in that particular category in a very short period of time. It is, therefore, essential that from a national defense standpoint and from a public security standpoint the Bureau maintain its qualified staff at an absolute maximum in order to continue to have control of the criminal element under its jurisdiction.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 13th day of March, 19 42

B. 7. a. b. c.

The Federal Bureau of Investigation is primarily a service agency. We serve our Government and the public. We cannot determine the amount of work which is going to be referred to us. If there is a crime wave of local or national significance at any time the work of the Bureau is increased in comparison. Our identification, laboratory, and crime statistics facilities reflect very definitely the trends in the country. We must have available personnel to properly handle the thousands of fingerprint records being received by us daily. We are at the present time receiving approximately thirty-four thousand sets of prints daily. We must have a scientific staff in the laboratory to examine scientific evidence. We must have an investigative force of sufficient size to handle the work being referred to us. We must have a technical and supervisory staff of sufficient size to render the service to our investigative, identification, laboratory, and statistical staffs so that we may have the benefit of the wealth of information in our various files. The work of the Federal Bureau of Investigation has increased so tremendously that every employee in the Bureau, regardless of his position, is performing a tremendous amount of overtime service. Our Special Agent investigators are performing no less than four hours a day overtime service. In the present emergency we have found it necessary to curtail leave because of inadequate personnel and many of our men have worked over long periods of time without having any time off for vacation.

D. 1.

The additional duties imposed upon the Bureau since the declaration of the national emergency have made it necessary that our staff be more than doubled. From the information furnished under sub-heading B, it will be seen that it is essential to carefully investigate every employee in the Bureau. All of our employees in the performance of their work at one time or another has opportunity to observe and note the content of confidential investigative reports, the publication of which would be most detrimental to the national safety. We have had considerable difficulty in securing sufficient employees. We find that out of applicants who file application, we are successful in appointing about one out of every one hundred. It, therefore, means that if we lose an employee after he is fully investigated and is being given training or has been experienced, we must again consider on an average, one hundred persons before he can be replaced. In the accelerated program of the Government it is essential that the Federal Bureau of Investigation work at top speed to keep abreast of its duties and investigation of matters pertaining to national defense, its regular activities, and its most important and essential identification activities at this time.

D. 5.

At the present time the Federal Bureau of Investigation is employing additional qualified persons as rapidly as they can be found. The assembled Congress has in the past several months passed several bills which will increase even to a greater extent our present volume of work. The needs of the service as to employees fluctuate with the periods of stress in the country.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 13th day of March, 19 42

Local Board No. 152 91
San Bernardino County 071

MAR 27 1942 152

490 Court Street
San Bernardino, California

March 27, 1942

Mr. John Edgar Hoover
Director Federal Bureau of Investigation
Washington, D.C.

Re: Order No. 2157
LeRoy B. Skousen

Dear Mr. Hoover:

We received your Air-Mail, Special Delivery and registered letter today regarding the above registrant. Please be advised that we have turned your letter and Form 42 over to Selective Service Board 151 of San Bernardino, California.

We have had this registrant Leroy B. Skousen, a registrant of Board 151, confused with his brother Willard Cleon Skousen, Order Number 1596, who is a registrant of this Board, 152, and classified 3-A at the present time.

We regret very much this error but wish to assure you that no harm has been done.

Very truly yours

SELECTIVE SERVICE SYSTEM
Local Board No. 152 of California

Walter B. B. R.
APR 8 1942
R. DEAN CALDWELL
Clerk

XEROX
FEB 23 1984

RECORDED
ADC:ao
cc: Local Board 151
San Bernardino
California

67-208438-34

Routed. 4-5	Recorded. 4-5
Searched. 4-5	Checked. 4-5
Numbered. 4-5	Filed. 4-5
APR 1 1942	
FEDERAL BUREAU OF INVESTIGATION	

THREE

0/36
RECEIVED

April 14, 1942

Mr. W. A. Schwartz
Clerk
Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

Dear Mr. Schwartz:

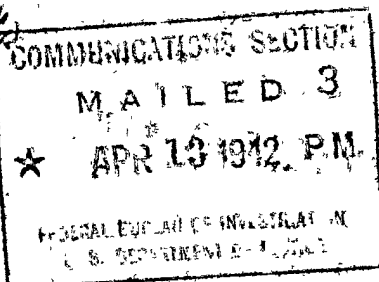
Reference is made to your communication of April 2, 1942, with regard to the Selective Service case of Mr. Leroy D. Skousen, who is duly registered at your Board as Order Number 2157, and who is employed in this Bureau as a Confidential Index and Files Analyst. I note you now advise me that this registrant has been placed in Class II-B until September 30, 1942, by reason of his employment here.

I want you to know that I appreciate your courtesy in writing to me with regard to the action of your Board in this case, and of course, I shall keep you promptly advised as to any change whatsoever in his occupational status with this Bureau.

Sincerely yours,

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



XFPOV
FEB 23 1984

490 Court Street
San Bernardino, California

April 2, 1942

J. Edgar Hoover
Federal Bureau of Investigation
U. S. Department of Justice
Washington, D. C.

Dear Sir:

Through some error your telegram of March 7, 1942 relative to LeRoy Bentley Skousen, was delivered to Board 152 and was only delivered to this office on March 27.

LeRoy Bentley Skousen, our Order No. 2157, under date of March 30, 1942, was classified 2B until September 30, 1942.

Yours truly,

Selective Service System
Local Board No. 151 of Calif.

APR 16 1942
RECORDED

W. A. Shwartz
Clerk

WAS:rf

67- 208438-35	
Routed <input checked="" type="checkbox"/>	Recorded <input checked="" type="checkbox"/>
Searched <input checked="" type="checkbox"/>	Checked <input checked="" type="checkbox"/>
Numbered <input checked="" type="checkbox"/>	Filed <input checked="" type="checkbox"/>
APR 8 1942	
FEDERAL BUREAU OF INVESTIGATION	

*ack
4-14-42
RAC
noted
plw*

FREE

JOHN EDGAR HOOVER
DIRECTOR



RJW:sl

**Federal Bureau of Investigation,
United States Department of Justice
Washington, D. C.**

June 6, 1942

CC-287

Mr. Tolson _____
Mr. E.A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols ☒ _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Holloman _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Harbo _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. PATTERSON

RE: Telephone Instructions

I think that it is only fair to offer a word of praise and commendation for the excellent manner in which Mr. LeRoy Skousen is conducting the telephone instruction class.

His explanations were clear and his criticisms tactfully put. I know that I personally benefited from the class.

Respectfully,

Robert J. Wirth
R. J. Wirth

TO JUN 11 1942

RECORDED

67-204438-36	
FEDERAL BUREAU OF INVESTIGATION	
JUN 9 1942	
Routed <i>JS</i>	to added
Searched <i>JS</i>	checked
Numbered <i>JS</i>	filed

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

XEROX
FEB 23 1984

THREE

RECEIVED

September 17, 1942

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

Gentlemen:

Reference is made to the Selective Service status of Mr. Leroy D. Skousen who is duly registered at your Board as Order Number 2157. You will recall that as a result of my previous request for occupational deferment, he has been placed in Class II-B until September 30, 1942.

Mr. Skousen is still employed by the Federal Bureau of Investigation, and it has been impossible during the deferment period to effect any replacement for him. As you have been previously advised, he has been employed in this Bureau since August 4, 1941, and is performing duties as a Confidential Index and Files Analyst. I desire to call your attention to Local Board Release Number 75, issued by General Hershoy of National Selective Service Headquarters under date of December 29, 1941, advising your Board that the above listed position is one of the critical positions in this Bureau and requesting your cooperation in granting deferment whenever possible to do so. His removal for induction at this time would cause an impairment of the work we are now performing in order to guarantee the internal security of this country. I desire, therefore, to request that Mr. Skousen be granted additional deferment in Class II-B.

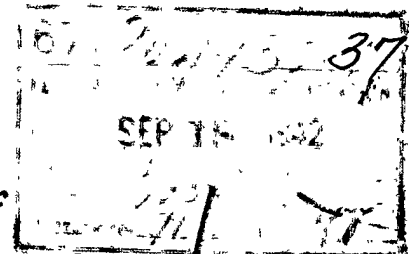
Mr. Tolson _____ I appreciate your previous cooperation in this matter, and
Mr. E. A. Tamm _____ should there be any additional information you may desire with regard
Mr. Clegg _____ to this case, please do not hesitate to call upon me. Of course, I
Mr. Glavin _____ shall keep you promptly advised as to any change in the occupational
Mr. Ladd _____ status of this registrant.

Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION
MAILED 7
SEP 17 1942 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

Sincerely yours,

John Edgar Hoover
Director



XEROX
FEB 23 1994

REPORT OF REGULAR () INTERIM ()
PROBATIONARY-1ST () 2D ()
EFFICIENCY RATING

Classification Symbols		
(Service)	(Grade)	(Class)

As of MAR 31 1942 based on performance during period from 8/4/41 to MAR 31 1942

Leroy B. Skousen Locate Clerk F. B. I.
(Name of employee) (Title of position) (Bureau)

Files Admin. Filing
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Underline the elements which are especially important in the position.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
	2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not.	
	3. Before rating, become thoroughly familiar with instructions in the rating manual.	

- | | |
|--|---|
| <p>----- (1) Maintenance of equipment, tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>----- (3) Skill in the application of techniques and procedures.</p> <p>----- (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>----- (5) Attention to broad phases of assignments.</p> <p>----- (6) Attention to pertinent detail.</p> <p>----- (7) Accuracy of operations.</p> <p>----- (8) Accuracy of final results.</p> <p>----- (9) Accuracy of judgments or decisions.</p> <p>----- (10) Effectiveness in presenting ideas or facts.</p> <p>----- (11) Industry.</p> <p>----- (12) Rate of progress on or completion of assignments.</p> <p>----- (13) Amount of acceptable work produced. (Is mark based on production records? (Yes or no))</p> <p>----- (14) Ability to organize his work.</p> <p>----- (15) Effectiveness in meeting and dealing with others.</p> <p>----- (16) Cooperativeness.</p> <p>----- (17) Initiative.</p> <p>----- (18) Resourcefulness.</p> <p>----- (19) Dependability.</p> <p>----- (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.</p> <p>----- (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>----- (23) Effectiveness in devising procedures.</p> <p>----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>----- (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>----- (27) Effectiveness in promoting high working morale.</p> <p>----- (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>----- (30) Ability to make decisions.</p> <p>----- (31) Effectiveness in delegating, clearly defined authority to act.</p> |
|--|---|
- STATE ANY OTHER ELEMENTS CONSIDERED
- (A) -----
- (B) -----
- (C) -----

STANDARD		Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form			
All underlined elements marked plus, and no element marked minus	Adjective rating	Excellent	1
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3	
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8	
A majority of underlined elements marked minus	Unsatisfactory	9	

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by [Signature] Supervisor XEROY MAY 9 1942
(Signature of rating official) (Title) (Date)

Reviewed by [Signature] FEB 23 1942 MAY 10 1942
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee IN 3 1942 Report to employee -----
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

U.S. DEPT. OF JUSTICE
FBI
RECEIVED
JUN 22 7 01 PM '42
PERSONNEL FILES

NOTICE OF CLASSIFICATION

Registrant LeRoy Bentley Skousen Order No. 2157

has been classified in Class 2-B (Until 3-23-43, 1943)

(Insert Date for Class II-A and II-B only)

by ☒ Local Board

☐ Board of Appeal (by vote of _____ to _____)

☐ President

SEP 25 1942, 1942

(Date of mailing)

W. Schwartz

Clerk

Member of Local Board

NOTICE OF RIGHT TO APPEAL

Appeal from classification by local board or board of appeal must be made by signing appeal form on back of questionnaire at office of local board, or by filing written notice of appeal, within ten days after the mailing of this notice.

Before appeal, a registrant may file a written request for appearance within the same ten-day period; and, if he does so, the local board will fix a day and notify him to appear personally before the local board; if this is done, the time to appeal is extended to ten days beyond the day set by the local board for such appearance.

There is a right in certain dependency cases, of appeal from appeal board decision to the President; see Selective Service Regulations.

The law requires you—To keep in touch with your local board. To notify it of any change of address.
To notify it of any fact which might change classification.

D. S. S. Form 57 (Rev. 4-13-42)

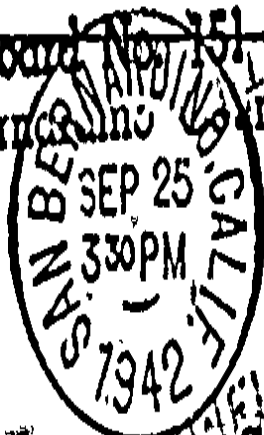
16-19071-1

U. S. GOVERNMENT PRINTING OFFICE

SELECTIVE SERVICE

Penalty for Private Use to Avoid
Payment of Postage, \$300

Local Board No. 151
San Bernardino County



490 Court St.
San Bernardino, California

(Local Board Data Stamp With Code)

OFFICIAL BUSINESS

RECEIVED
FBI

Federal Bureau of Investigation

United States Department of Justice

Washington, D.C.

FILES DIVISION
RECEIVED

3 OCT 17 1942

67-208438-38	
Routed <i>2</i>	Record <i>1</i>
Searched <i>24</i>	Checked <i>24</i>
Numbered <i>24</i>	Filed <i>24</i>
OCT 5 1942	
FEDERAL BUREAU OF INVESTIGATION	

13

XEROX
FEB 23 1984

Federal Bureau of Investigation
United States Department of Justice

November 6, 1942.

MEMORANDUM FOR MR. PATTERSON
RE: EMERGENCY LEAVE

exp

I was five minutes late this morning. The reason for my tardiness is due to the lack of appropriate bus service on our route. I usually ride the Buckingham bus that is marked '11 and E via Penn. Ave.' This bus gets here about fifteen minutes before I am due to report for work. This morning none of the Penn. Avenue busses came. After waiting until after these particular busses were due it was too late to take another bus and arrive at work on time.

Respectfully,

Leroy B. Skousen
Leroy B. Skousen



RECORDED
NOV 10 1942

67-208438-39

NOV 7 1942

FEDERAL BUREAU OF INVESTIGATION

XEROX
FEB 23 1984

OMP:FVB

October 8, 1942

MR. NICHOLS

RE: INSTRUCTION
NUMBERING UNIT
FILES DIVISION

1 OCT 14 1942

As you know, the Files Division has been vigorously attacking the problem of inexperience among its employees during the past several months, working out and putting into effect comprehensive training programs. This has been necessitated by the fact that we have lost most of our experienced employees through resignations and today, employees who have been in the Bureau a few short weeks must, of necessity, perform the duties previously performed by employees who had been in the Bureau several months. This training program in the Files Division is organized in all of the units and has been in effect for the past several weeks. As you know, it consists of 3 phases:

1. Concentrated and detailed instruction is given to new employees in each Unit for periods ranging from a few days for simple duties to as long as 3 months for some of the more detailed duties. During and at the end of this instruction, written examinations are given.
2. Fifteen-Minute Instruction Periods are conducted by experienced and specially trained employees and examinations are given once each week.
3. Approximately 3 weeks after each employee enters on duty in the Bureau, he is given a two-day detailed lecture and tour of instruction involving the work of Field Divisions, the Divisions at the Seat of Government and all of the units of the Files Division. At the completion of this, written examinations are given.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

The program as worked out in the Numbering Unit of Administrative Files. The instruction of new employees is typical of that given in all of the units in the Files Division. We have just had our Manual of Instruction for the Numbering Unit printed and there is attached a copy of same for your information. The second page outlines the course of instruction and the pages thereafter give the details of each of the definite phases of instruction and subsequent pages contain samples of the various types of mail and how same are handled.

Especially commendation is due to _____ Supervisor of the Numbering Unit, _____ Instructor in the Numbering

FEB 23 1984

b6
b7C

Memo for Mr. Nichols

- 2 -

Unit, and Mr. Leroy B. Skougen who handles the coordination of the training in the Files Division. These 3 are primarily responsible for the fine work done in handling the instruction in the Numbering Unit. You might be interested to know that the first examinations given to the employees in the Numbering Unit resulted in grades ranging from 40 to 50%. The grades are now rarely under 90%.

This is being submitted to you for your information and with the thought in mind that possibly Mr. Tolson and the Director would be interested in the fine piece of work done here in this Unit in attempting to handle our present emergency problem of training our inexperienced employees so that they can produce as soon as possible.

Respectfully,

O. H. Patterson

Enclosure

JOHN EDGAR HOOVER
DIRECTOR



OFS:BW

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

December 3, 1942

MEMORANDUM FOR MR. NICHOLS

RE: LeROY B. OSKOUSEN
Files Division Employee

The above employee received notification from Local Board #151, San Bernardino County, San Bernardino, California, that he is in Class 2-B until March 23, 1943. The notification was mailed September 25, 1942, and was signed by W. A. Schwartz, a member of the Board.

Respectfully,

O. H. Patterson
O. H. Patterson

CC-287

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Glavin	✓
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Carson	_____
Mr. Coffey	_____
Mr. Hendon	_____
Mr. Kramer	_____
Mr. McGuire	_____
Mr. Harbo	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

RECORDED
DEC 13 1942

67-208438-40

Routed	9	Recorded	...
Searched	21	Checked	...
Numbered	5	Filed	...
DEC 10 1942			
FEDERAL BUREAU OF INVESTIGATION			

*Noted
muk/aw*

THREE
*File
w/g/f*

FOR DEFENSE



BUY
UNITED
STATES
SAVINGS
BONDS
AND STAMPS

XFD 11
FEB 23 1984

rer

November 12, 1942

Mr. Leroy B. Ekousen
346 North Glebe Road
Arlington, Virginia

Dear Mr. Ekousen:

I have been informed that it
has been necessary for you to undergo
an operation.

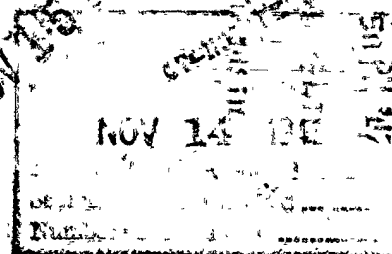
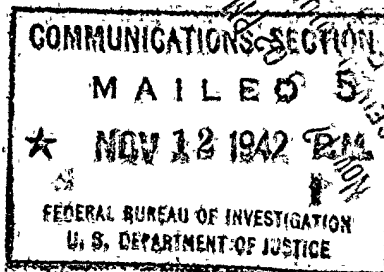
I was sorry indeed to hear of
your condition and I hope that you will
soon be feeling much better.

With best wishes for a speedy
recovery,

Sincerely,

CC- Mr. Patterson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



RECORDED
FEB 23 1944

JCK
V.

Federal Bureau of Investigation
United States Department of Justice

LBS: BGS

February 25, 1943

MEMORANDUM FOR MR. PATTERSON

RE: TARDINESS

This is to advise that the writer was six minutes late for work today February 25, 1943. Yesterday I moved to West Falls Church, Virginia. I inquired pertaining to the amount of time that would be consumed in journeying from West Falls Church to Eleventh and E and was erroneously informed. Having now become more familiar with the bus schedules, I will attempt to prevent such an occurrence in the future.

Attached is an annual leave slip requesting fifteen minutes annual leave.

3-18-43

*He was advised
we can't seek further
deferment.
Whelan*



67-208438-41

Searched. ☒ Filed ☒
Numbered. ☒ MAR 2 1943
Respectfully,
Leroy B. Skousen
Leroy B. Skousen

KEROX
FEB 23 1943

WMB:KGB

March 17, 1943

Local Board Number 151.
Selective Service System
490 Court Street
San Bernardino, California

Gentlemen:

Reference is made to the Selective Service case of Mr. Leroy B. Skousen, who is registered at your Board as Order Number 2157. You will recall that this registrant was placed in Class II-B until March 23, 1943.

I want to express to you my appreciation for your co-operation in this case. Arrangements have been made to replace this registrant with a person who is not subject to the provisions of the Selective Service Act. I want to advise you, therefore, that I shall not make any further request for occupational deferment on behalf of this registrant. I shall always as I have in the past, only request occupational deferment in those cases in which the loss of an employee at that time would substantially impair activities essential to the war effort and the maintenance of the national safety and interest, and where the person holds a position involving serious difficulty of replacement because a scarcity of available qualified personnel exists and because the holder of such a position has had an extended period of training or specialized experience.

Mr. Tolson

Mr. E. A. Tamm

Mr. Clegg

Mr. Coffey

Mr. Glavin

Mr. Ladd

Mr. Nichols

Mr. Rosen

Mr. Tracy

Mr. Carson

Mr. Harbo

Mr. Hendon

Mr. McGuire

Mr. Mumford

Mr. Piper

Mr. Quinn Tamm

Mr. Nease

Miss Gandy

I want you to know that I appreciate your previous co-operation in this and other matters, and if I can ever be of service to your Board, please do not hesitate to call upon me.

COMMUNICATIONS SECTION

MAILED 11

MAR 17 1943 P.M.

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

cc: Mr. Patterson

cc: SAC-Los Angeles

Sincerely yours, FEDERAL

John Edgar Hoover
Director

XEROX

FEB 23 1984

67-11151-42

5 MAR 18 1943

3-16-43
I have advised him.
whelan
mjb
PJB

Handwritten initials and signatures, including a large 'B' and '14'.

SELECTIVE SERVICE SYSTEM

LOCAL BOARD No. 151

490 COURT ST., ROOM 5
SAN BERNARDINO, CALIF.

(STAMP OF LOCAL BOARD)

March 18, 1943
Order No. 2157

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Subject: LeRoy Bentley Skousen, our registrant with Order No. 2157.

Dear Sir:

On September 23, 1942, the above-named registrant was granted a six-months' deferment in class II-B at your request. This deferment will expire on March 23, 1943. Would you kindly advise this Local Board whether or not you wish a further deferment on our registrant? We should be glad to receive a form 42-A from you in the event that you do desire deferment.

Yours truly,

Selective Service System
Local Board No. 151 of
California

[Signature]
Clerk

ADF/c

3-24-43

J.B. advised by Bur. letter of 3-17-43 that no further request for deferment will be made - after crossed no ack. needed.



XEROX
FEB 23 1984

RECORDED

67-208438-43

Searched.....	Recorded.....
Serialized.....	Indexed.....
Filed.....	
3 MAR 25 1943	
FEDERAL BUREAU OF INVESTIGATION	

[Signature]

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME Leroy Bentley Skousen AGE 25 YEARS, 6 MONTHS APP.
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: Single NUMBER OF CHILDREN
FAMILY HISTORY None

HISTORY OF ILLNESS OR INJURY Pneumonia - Operation in the right lung, 1919. Had tonsillitis one week in 1942. Rem. T & A 1 week Nov. 1942. Otherwise well.

HEAD AND FACE

EYES: PUPILS (size, shape, reaction to light and distance, etc.) N

DISTANT VISION RT. 20/20, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION Normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS N

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS N

NOSE N

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES N

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS N

TEETH AND GUMS (disease or anatomical defect): Normal

MISSING TEETH 1, 16, 17, 32

NONVITAL TEETH None

PERIAPICAL DISEASE None

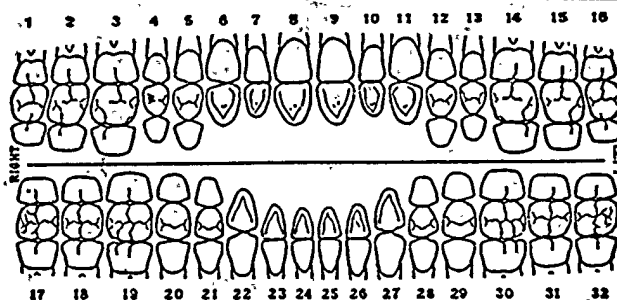
MARKED MALOCCLUSION None

PYORRHEA ALVEOLARIS None

TEETH REPLACED BY BRIDGES None

DENTURES None

REMARKS



T. D. Allan (Signed)

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE healthy

TEMPERATURE 98.2

HEIGHT 68 1/2"

WEIGHT 147 lbs.

RECENT GAIN OR LOSS, AMOUNT AND CAUSE N

SKIN, HAIR, AND GLANDS N

NECK (abnormalities, thyroid gland, trachea, larynx)

SPINE AND EXTREMITIES (bones, joints, muscles, feet)

N

*Letter to R. B. Skousen
1-5-43*

208438-44
375
32 1/2

2/10/43

THORAX (size, shape, movement, rib cage, mediastinum) _____
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. _____
N

CARDIO-VASCULAR SYSTEM _____ N
HEART (note all signs of cardiac involvement) _____

PULSE: BEFORE EXERCISE 72 BLOOD PRESSURE: SYSTOLIC 120
AFTER EXERCISE 128 DIASTOLIC 78
THREE MINUTES AFTER 72
CONDITION OF ARTERIES N CHARACTER OF PULSE N
CONDITION OF VEINS N HEMORRHOIDS N

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) _____
N

GENITO-URINARY SYSTEM _____ N
URINALYSIS: SP. GR. 1.022 ALB. Neg. SUGAR Neg. MICROSCOPICAL Neg.
VENEREAL DISEASE _____ N

NERVOUS SYSTEM _____ N
(organic or functional disorders)
ROMBERG _____ N INCOORDINATION (gait, speech) _____ N
REFLEXES, SUPERFICIAL _____ N DEEP (knee, ankle, elbow) _____ N TREMORS _____ N
SEROLOGICAL TESTS _____ Neg. BLOOD TYPE "A"
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) _____
N

SMALLPOX VACCINATION: DATE OF LAST VACCINATION _____ None in 5 years
TYPHOID PROPHYLAXIS: NUMBER OF COURSES _____ None in 5 years
DATE OF LAST COURSE _____

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE _____

SUMMARY OF DEFECTS _____ N

CAPABLE OF PERFORMING DUTIES INVOLVING _____ Strenuous _____ PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS _____ Yes _____ (yes or no)
(when no is given state cause) _____

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) _____

TYPHOID & SMALLPOX PROPHYLAXIS
TETANUS TOXOID

DATE OF EXAMINATION _____

3-27-43

Benj. White
Lt. (MC) U.S.N.R.

April 5, 1943

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leroy Bentley Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Bethesda, Maryland, on March 27, 1943.

This report reflects the following physical defects:

None

The Board of Examining Physicians makes the following recommendations:

Vaccination for smallpox.
Inoculation for tetanus.
Inoculation for typhoid.

It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your information, it was determined during this examination that your Blood is International Type "A".

Sincerely yours,

E. Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

CO: Mr. Clegg
CC: Field personnel file

RECORDED

FEB 23 1944

9 APR 14 1943

JOHN EDGAR HOOVER
DIRECTOR



OHP:FVB

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

April 8, 1943

CC-287

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee
EOD 8-4-41

This is to advise that the above employee has received notification from Local Board #151, San Bernardino, California, to report for a physical examination on April 9, 1943, at 7:15 P. M. The notification was signed by A. D. Scuney, a clerk of the Local Board. Mr. Skousen will advise his Local Board that he has received this notification and will ask them to advise him by return mail what local draft board to contact in regard to taking this physical.

Respectfully,

O. H. Patterson
O. H. Patterson

4-12-43
Noted in S.S.
Whelan

RECORDED

9 APR 16 1943

67-208438-45

83

1 APR 14 1943

FEDERAL BUREAU OF INVESTIGATION

THREE



XEROX
FEB 23 1984

38wmd

**Federal Bureau of Investigation
United States Department of Justice**

JMO-jm

March 22, 1943

To: The Director, Federal Bureau of Investigation, United States
Department of Justice, Washington, D. C.

Interviewing Official: J. M. O'Connor

Interview Date: 3-20-43

Name of Applicant: Leroy Skousen

Position: Special Agent

Exam^X Re-Exam.

Age: 25, 9-27-17

Education and Degrees:

Oral: *les* Marital Status:

San Bernadino Junior

Written: *67* Single

College, 2 years

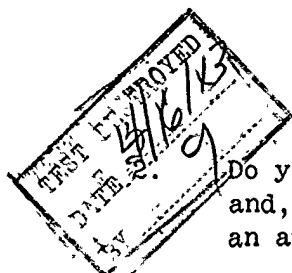
Composite: *ele*Washington College of
Law- 30 hours now, will

1. GENERAL IMPRESSIONS OF APPLICANT:

have 40 hours by July, 1943

This applicant entered on duty on August 4, 1941, and is presently assigned to the Files Section. He was born on September 27, 1917. He is presently attending the Washington College of Law in Washington, D. C., where he has to his credit 30 hours of law and will have 40 hours of law to his credit in July, 1943.

Mr. Skousen presents a good appearance, is well-poised, speaks clearly and distinctly, and I feel that his loyalty to the Bureau is unquestioned. He is of slight build and needs to be more hardened and a little more aggressive in order to be able to handle all types of work. I feel that he can overcome these deficiencies and be an above-average agent. My recommendation is favorable.



RECORDED

67-208438-46

RECORDED

Do you consider the Applicant qualified for the appointment he seeks and, if appointed, do you believe he would develop into better than an average employee? Yes

1 APR 14

3. SELECTIVE SERVICE INFORMATION:

A. Has applicant registered? Yes. If so, what is order number? 2157B. Approximate date of induction? Unknown 2-b until March 23, 1943C. Does applicant intend to claim exemption? No

If so, what deferment classification?

D. What is applicant's attitude toward military service? Good

XEROX



FEB 23 1984

4. PERSONAL APPEARANCE:

- A. PERSONAL APPEARANCE AND APPROACH: Excellent. Good. Fair. Poor.
B. DRESS: Neat. Flashy. Poor. Untidy.
C. FEATURES: Refined. Ordinary. Coarse. Dissipated.
D. PHYSICAL DEFECTS, if any: None

5. CONDUCT DURING INTERVIEW:

- 10 A. PERSONALITY: Excellent. Good. Fair. Average. Poor.
10 B. POISE: Well-poised. Steady. Temperamental.. Average.
10 C. SPEECH: Average. Reticent. Talkative. Boastful.
10 D. ASSURANCE: Self-confident. Fair. Over-confident. Lacking.
10 E. NERVOUSNESS. None. Slight. Very nervous.
10 F. FOREIGN ACCENT: None. Slight. Noticeable.
10 G. TACT: Tactful. Average. Lacking.

6. GENERAL INTELLIGENCE:

- 10 A. Answers general questions definitely. Quickly. Vaguely.
10 B. Has Applicant studied Federal Procedure? No
10 C. Any investigative experience? If so, describe No
10 D. Does the Applicant appear to be resourceful? Yes
10 E. Does the Applicant appear to have executive ability? No
10 F. Is he likely to develope? Yes

65 7. GENERAL INFORMATION:

- A. What is his ultimate goal in life, aside from his desire to be connected with the FBI? Law
B. What are his recreations and tastes?

Flying

Reading (Reading books on Philosophy, Religion, History)

8. HEALTH RECORD:

9. NAME AND ADDRESS OF PERSONS TO WHOM INDEBTED:

10. CITIZENSHIP OF APPLICANT, WIFE AND PARENTS: (IF NATURALIZED, DATE AND PLACE).

11. ORGANIZATIONS, CLUBS, SOCIETIES, ETC.: (INDICATE NATURE, PURPOSE AND LOCATION).

12. ARREST RECORD (INDICATE CHARGE, DATE, PLACE, DISPOSITION) OF APPLICANT AND RELATIVES:
None

13. RESIDENCE ADDRESSES DURING PAST FIVE YEARS:

1710 North Wayne Street, Arlington, Virginia (2 weeks)
346 North Gleve Road, Arlington, Virginia

14. TIME CONSUMED PERSONAL INTERVIEW:
25 minutes

Interviewing Official

JOHN EDGAR HOOVER
DIRECTOR



**Federal Bureau of Investigation
United States Department of Justice**

Washington, D. C. April 1, 1943

SUMMARY OF INSPECTOR'S INTERVIEW AND EXAMINATION

RE: LEROY SKOUSEN
SA Applicant

Written Rating: ³⁻⁴³ 67%
Oral " : 65%
Composite " : 66%

Age: 25
Single

San Bernardino Junior
College - 2 yrs.
Washington College of Law
30 hours now, will have 40
hours by July 1943.
1 yr. 8 mos. in F. B. I.

Interviewed and examined at Washington, D. C., on March 20, 1943.

Recommendation: Favorable.

Interviewing Official J. M. O'Connor advised that this individual has a good personal appearance and approach; is neat in dress; has ordinary features; is well-poised; has an excellent personality; has average speech; is self-confident; is tactful; answers general questions definitely; appears to be resourceful; and is likely to develop; however, he has studied no Federal Procedure, has had no investigative experience, and does not appear to have executive ability. Mr. O'Connor stated that this individual speaks clearly and distinctly, and it is felt that his loyalty to the Bureau is unquestioned; however, he is of slight build and needs to be more hardened and a little more aggressive in order to be able to handle all types of work, but it is felt that he can overcome these deficiencies and can be an above-average Agent.

Mr. Nichols recommended that this applicant be appointed to the position of Special Agent.

In a memorandum for Mr. Patterson dated June 6, 1942, Mr. Robert J. Wirth praised Mr. Skousen for the excellent manner in which he conducted the telephone instruction class, stating that his explanations were clear and his criticisms tactfully put.

Bureau Experience: Applicant entered on duty as an Under Clerk in the Files Division on August 4, 1941. He is presently an Assistant Clerk in the Files Division in Grade CAF-3, \$1620 per annum. His last efficiency rating was Excellent.

XEROX

FEB 23 1984

.....Mr. Alley
.....Mrs. Atkinson
.....Miss Guigon
.....Mrs. Jacobs
.....Mrs. Wackerman
.....
.....
.....

(action desired)

OK - School 7-18-43
Contingent on completion of report
CAF-9-3200-4-8-43
P.L.

Routed.....
Searched.....
Serialized.....
Checked.....
Filed.....

67-208438-47
(file number)

APR 14 1943
(date stamp)

(routing stamp)

- 2 -

Selective Service: Applicant's Local Board, San Bernardino, California, has been furnished with D.S.S. Form 42-A. Applicant was classified 2-B until March 23, 1943. No further deferment requested.

Applicant's Naval physical report dated 3-27-43 reflects his vision to be normal in both eyes without glasses; his color vision is normal with stilling plates and Edridge-Green Lamp; considerable deformity of right ninth and tenth ribs in the post scapular area due possibly to an old injury; however, the changes in the ribs are thought to be of no clinical significance, recommended for strenuous exertion.

W. R. Glavin
W. R. Glavin

WMW:MQB

April 12, 1943

Special Agent in Charge
Los Angeles, California

RE: LEROY B. SKOUSEN
Assistant Clerk
Selective Service Status

Dear Sir:

The above named employee is registered with Local Board Number 151, 490 Court Street, San Bernardino, California, as Order Number 2157. He has been previously classified in II-B until March 23, 1943.

You are in receipt of the copy of a letter to his local board, dated March 17, 1943, advising them that the Bureau would not request further occupational deferment for this registrant in his present position.

Mr. Skousen has made application for the position of Special Agent, and is eligible for appointment to this position upon completion of his school work in July of this year. If his school work is successfully completed he would, in the ordinary course of events, be placed in the Special Agents' Training Class at that time. You are requested to have a mature Agent contact his local board while they are in session and present the fact that he is eligible for appointment as Special Agent to the board and determine whether or not his induction is imminent. If his induction is not imminent then you should determine whether or not the board would favorably consider granting Mr. Skousen occupational deferment in the event he is appointed Special Agent in July, 1943.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

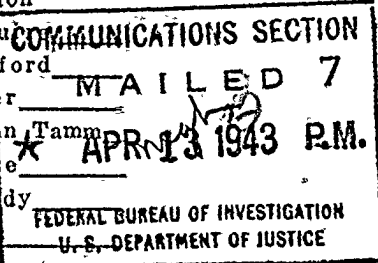
This employee is twenty-five years old and single. He entered on duty August 4, 1941, and has been continuously employed in the Bureau since that time. He has two years college work at San Bernardino Junior College and will have completed forty hours of law at Washington College of Law. His last efficiency report was Excellent.

It is requested that you advise the Bureau of the result of your contact with Local Board Number 451, San Bernardino, California.

Very truly yours,

FEB 23 1984

John Edgar Hoover
Director



jeb
67-

FEDERAL BUREAU OF INVESTIGATION

Prepared by: *galm*
Checked by: *galm*
FILEDMr.
Miss
Mrs.*Mr. Leroy B. Skauten*Date *April 20, 1943*

New appointment

☒

Transfer

☐

Promotion

☐

Separation

☐

PRESENT STATUS

1. Title: *Assistant Clerk* 2. Grade: *CAF 3*
 3. Salary: *\$1620 per annum* 4. Seat of Government: ☐
 Field: ☐
 5. Division: *Division Four* 6. Appropriation: *"Salaries and Expenses, FBI"*
Piles Section (National Defense)

PROPOSED ACTION

7. Title: *Special Agent* 8. Grade: *CAF 9*
 9. Salary: *\$3200 per annum* 10. Seat of Government: ☐
 Field: ☐
 11. Division: 12. Appropriation: *"Salaries and Expenses, FBI"*
 (National Defense)
 13. Effective: *With entry on duty*
 14. Position: ☐
 Additional: ☐
 Vice: *William H. Courtney*
 Identical: *transferred 3-1-43*
 15. Remarks:

Recommended for appointment as a Special Agent in Grade CAF 9, with salary at the rate of \$3200 per annum and \$6.00 per diem in lieu of subsistence and expenses of travel and operation when absent from official headquarters.

Respectfully submitted,

Mr. Tolson, Audit Section
Mr. E. Classification Section
Mr. Coffey - Selective Service

Director, Federal Bureau of Investigation

Mr. Coffey
 Mr. Glavin
 Mr. Ladd
 Mr. Nichols
 Mr. Rosen
 Mr. Tracy
 Mr. Carson
 Mr. Hendon
 Mr. McGuire
 Mr. Mumford
 Mr. Harbo
 Mr. Quinn Tamm
 Mr. Nease
 Miss Gandy

COMMUNICATIONS SECTION

MAILED 11

APR 20 1943 P.M.

FEDERAL BUREAU OF INVESTIGATION

U. S. DEPARTMENT OF JUSTICE

jeb XEROX

FEB 23 1984

Bands Available

APR 20 1943 REL

Jeb
67-

Prepared by: jeb
Checked by: jeb
Filed by:

April 20, 1943

Mr. Loroy B. Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

You are hereby offered an appointment as a Special Agent in the Federal Bureau of Investigation, United States Department of Justice, in Grade CAF-9, with salary at the rate of \$3200 per annum less five per cent deduction for retirement purposes and plus overtime compensation recently approved by Congress. You will also be allowed your expenses of travel and operation in accordance with existing regulations, and \$6.00 a day in lieu of subsistence when absent from official headquarters, which will be fixed at Washington, D. C., effective upon your entry on duty and thereafter changed in accordance with your field assignments. You should proceed to Washington, D. C., at your own expense in order to assume your official duties.

This appointment is of a probationary character solely, and it is to be understood that it will be necessary for you to demonstrate fully your fitness for continued employment in the Federal Bureau of Investigation. It is also understood that you are to proceed on orders to any part of the country that the exigencies of the service may require. You should therefore arrange your personal matters before taking oath of office that you will be able to accept assignment to any part of the country where your services may be needed.

For your information, the Federal Bureau of Investigation reserves the right to refuse acceptance of any resignation of a Special Agent unless at least thirty days notice of intention to resign is given.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

United States Department of Justice Building at 9:00 A.M. on July 12, 1943.

or Quantico, Virginia. Section per diem is paid while in Washington, D. C.; however, if training is given at Quantico, Virginia, a per diem of \$3.25 will be allowed. It will not be possible for the wives and families of the appointees to be domiciled at Quantico during the period of training. For your information.

APR 20 1943

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

XEROX

FEB 23 1984

Mr. Leroy B. Skousen
Washington, D. C.

April 20, 1943

Special Agents while in training are required to have the following gymnasium equipment: 2 pair wool socks (white), 2 pair of athletic trunks (gray) elastic waist, 2 athletic supporters, 1 sweat shirt (gray), 1 pair of gymnasium shoes (white - either high or low), and 1 pair of shower room clogs. Should you have this equipment in your possession at the present time, it is suggested you may desire to bring it to Washington with you. Otherwise, it will be necessary to secure it subsequent to your entry on duty.

Before reporting for duty you should provide yourself with sufficient funds to enable you to live for at least one month before receiving your first salary check.

This letter, which should be considered strictly confidential and given no publicity, should be presented when you report for oath of office.

It is requested that you present evidence at the time of your entry on duty to the effect that you have completed the educational qualifications necessary for the position of Special Agent.

Sincerely yours,

John Edgar Hoover
Director

cc - Mr. Nichols
Mr. Patterson

jes



Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

OHP:RG

April 17, 1943

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee
EOD 8-4-41

This is to advise that the above employee received notification from Local Board #15-A, Office For Transfers, Washington, D. C., that he is to report for a physical examination at 7:00 P. M. on April 20, 1943 at Garfield Hospital. This notification was dated April 15, 1943.

Respectfully,

[Signature]
O. H. Patterson

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

RECORDED 9 MAY 1 1943

67-208438-50

Routed.....	Recorded.....
Searched...83...	Checked.....
Numbered.....	Filed...71...
2 APR 23 1943	
FEDERAL BUREAU OF INVESTIGATION	

[Signature]

*United States / and
LB Adv. 3-17-43
no further.*



— XEROX —
FEB 23 1984

April 21, 1943

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg
Mr. Coffey.....
Mr. Glavin.....
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy.....
Mr. Carson
Mr. Hendon
Mr. Mumford.....
Mr. Piper
Mr. Starke.....
Mr. Quinn Tamm.....
Mr. Nease.....
Miss Gandy.....

Mr. John Edgar Hoover, Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Mr. Hoover:

I have before me your letter of April 20, 1943, which contains a personal offer of appointment as Special Agent in the Federal Bureau of Investigation, United States Department of Justice.

It is with pleasure that I accept your offer of appointment. I will report for duty July 12, 1943.

Respectfully,

Leroy B. Skousen
Leroy B. Skousen

RECORDED
APR 29 1943

67-208438-51	
Routed.....	Recorded.....
Searched...4...	Checked...49
Numbered...4...	Filed.....
2 APR 26 1943	
FEDERAL BUREAU OF INVESTIGATION	

THREE
usf

XEROX
FEB 23 1984

NRC

**Federal Bureau of Investigation
United States Department of Justice**

Los Angeles, California
April 21, 1943

Director, FBI

Re: LEROY B. SKOUSEN, Assistant Clerk
SELECTIVE SERVICE STATUS

Dear Sir:

In accordance with the Bureau's instructions, this office has contacted Mr. WILLIAM J. WALMSLEY, Chairman of Local Board No. 151 (not 451), at San Bernardino, California, concerning the Selective Service status of the above individual.

Chairman WALMSLEY stated that while he realized the Bureau's position with reference to manpower, that the Board is desperate for men and that Mr. SKOUSEN had already been ordered for a physical examination and is a potential 1-A at the present; however, he stated that in view of his potential value to the Bureau, he would suggest that Mr. SKOUSEN obtain a letter of recommendation from the registrar of the Washington College of Law pointing out that Mr. SKOUSEN is an above-average student and will complete his law course in July, 1943. This letter, with the transcript of Mr. SKOUSEN'S grades, if available, should be forwarded to the Board by Mr. SKOUSEN personally, with the request for temporary deferment in order to complete his law course.

Mr. WALMSLEY further stated that in the event Mr. SKOUSEN is above average as a student, this temporary deferment will be granted, and in July, 1943, unless there are some unexpected changes in the Selective Service regulation, a request for deferment by the Bureau will be honored. He emphasized the necessity for Mr. SKOUSEN'S handling this matter immediately, as it will be necessary to classify him in the immediate future.

Very truly yours,

JWV:ESF
67-4616



*John Skousen 6/10/43
He will furnish
info.
Gavin
5-14-43
MPC
Demp*

MAY 21 1943

RECORDED
R. B. HOOD
SAC

67-208438-52

SEARCHED.....	RECORDED.....
SERIALIZED 44	CHECKED.....
INDEXED.....	FILED.....
3 MAY 18 1943	
FEDERAL BUREAU OF INVESTIGATION	

FEB 20 1984

9.5.

FEDERAL BUREAU OF INVESTIGATION

From: Chief Clerk's Office Room 5513.

April 20, 1943

To: ☒ Reading Room
☐ Mr. Glavin

FOR APPROVAL TO GO OUT

Appointment MR. LEROY B. SKOUSEN, as a Special Agent, Grade CAF 9, \$3200 per annum, in the school of July 12, 1943.

NO OUTSTANDING ENDORSERS

Selective Service Status:

Applicant's Local Board has been furnished D.S.S. Form 42-A. Applicant was classified 2-B until March 23, 1943. No further deferment requested.

San Bernardino Junior College - 2 years.
Washington College of Law - 30 hours now, will have 40 hours by July, 1943.

1 year, 8 months in F. B. I. Entered on duty on August 4, 1941.

*Appt. offered
4-20-43
21081-jeb*

24741
8 MAY 11 1943

[Signature]
W. R. Glavin

CC-266

XEROX
FEB 23 1984



LBN:JS

**Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.**

March 27, 1943

MEMORANDUM FOR MR. GLAVIN

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

I have carefully gone over the personnel in Division Four. With reference to the Files Section, I think that all the following individuals should be considered for appointment as Special Agents. Most of these chaps have been in the Bureau for a good long time and I recommend each of them unless otherwise indicated. For your convenience I am setting forth data which will be helpful in your considerations.

SA
O. George Medler, Jr.

EOD 8-3-31

CAF 7 - \$2600

Married

Children - One - three years old

EDUCATION - Attending Southeastern. Will need two weeks to complete course and get BCS Degree.

[Redacted]
EOD 10-16-30

CAF 3 - \$1860

Single

EDUCATION: Has AB, MA and LLB Degrees. Not attending school at present. Has taken Bar in Virginia.

LeRoy B. Skousen

EOD 8-4-41

CAF 3 - \$1620

Single

EDUCATION: Two years of college at San Bernardino Junior College. No Degree. Has completed 30 hours of Law; now taking ten hours and will complete in June 1943. In Bureau two years 8/4/43. (He is outstanding. I recommend appointment now.)



*Refer
CAF*
John K. Buster

EOD 3-3-41

CAF 3 - \$1620

Married

Children - None

EDUCATION: Attending Southeastern taking accounting course.
Will receive Degree last of May 1943.

*Refer
CAF*
[Redacted]
EOD 10-14-40

CAF 3 - \$1620

Single

EDUCATION: Wilson Teachers College, one year; Strayer Business College, one year; presently attending Benjamin Franklin University; will have BCS Degree in June 1943. Has Bureau Accounting Course and is working on it at present.

*Refer
CAF*
[Redacted]
EOD 1-29-40

CAF 4 - \$1800

Single

Draft Classification - 2A (8-18-43)

EDUCATION: Two years of college at University of Tennessee. 32½ hours of Law at Columbus University. Will have 39 hours of Law in June 1943; is working on Law Degree.

*Refer
CAF*
Donald V. Eberle

EOD 8-1-39

CAF 5 - \$2000

Single

Draft Classification - 2B

EDUCATION: No college Degree. 139 hours at George Washington University towards Degree in Business Administration. Lacks one semester of Spanish to receive Degree. Will receive Degree in June or July 1943.

*Conf file
allies
9/24
Talk to
Mr. [unclear]*
Carlisle E. Thompson

EOD 12-16-38

CAF 4 - \$1800

Single

Draft Classification - 2B (5-16-43)

EDUCATION: Qualified in about one month.

*Has had exam -
Passed - Naval Phy. being arranged*

John W. Sullivan

EOD 2-23-34

CAF 4 - \$2100

Single (Divorced)

Children - One

Draft Classification - 2B (8-6-43)

*EDUCATION: National University - has LLB, LLM, MPL Degrees.
Not attending school at present.*

b6
b7C

EOD 9-19-38

CAF 4 - \$1800

Married

Children - One

*EDUCATION: Has LLB Degree. Not attending school at present.
(Recommend Special Agent's examination and consideration as Special Agent employee if he fails Agent's exam. He needs encouragement.)*

EOD 9-5-36

CAF 5 - \$2000

Married

Children - Two

EDUCATION: University of Maryland, one year; BCS Degree. Not attending school at present. Working on Bureau Accounting Course.

ESTES G. COLEMAN

EOB 10-7-40

CAF 3 - \$1620

Single

EDUCATION: Little Rock Junior College, one year. Attending Southeastern at present; will receive BCS Degree May 21, 1943. Is working on Bureau Accounting Course.

EOD 9-2-41

CAF 3 - \$1620

Single

EDUCATION: Baylor University, two years; University of Texas, one year. Now attending George Washington University; will have AB Degree in June 1943.

Memorandum for Mr. Glavin

-4-

b6
b7c

With reference to the following two boys, both are absolutely outstanding and I would recommend their appointment without any qualifications.

John T. Minnich

EOD 8-5-40

CAF 5 - \$2000

Married

Children - One

Draft Classification - 2B (6-30-43)

EDUCATION: Now in second semester of Law at Southeastern University;
Will have 20 hours in June 1943. No Degree.

[REDACTED]
EOD 11-25-40

CAF 3 - \$1620

Single

EDUCATION: Secretarial course at Business College. Attending George Washington University at present. Working on AB Degree. Will require two to three years to complete.
(Would make excellent Agent.)

Unfortunately, Minnich, as you will note, does not have the minimum requirements. He is Supervisor in charge of the Filing Unit and is married with one child. I think he is one of the best prospects we have had in the Files Section for many years.

[REDACTED] likewise, while single, is outstanding in every respect and would make an excellent Agent. You might have to give some consideration to utilizing [REDACTED] as a Special Agent employee or possibly for clerical assignment on SIS.

Very truly yours,


L. B. Nichols.

JOHN EDGAR HOOVER
DIRECTOR



NPC:IMP

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

May 14, 1943

MEMORANDUM FOR MR. GLAVIN

RE: LEROY B. SKOUSEN
Files Division Employee
Selective Service Status

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols ☒ _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

The writer discussed with Mr. Skousen the contents of the letter from SAC Hood at Los Angeles, dated April 21, 1943, and advised him to furnish the information requested by his local board immediately on a personal basis. Mr. Skousen advised that he would do so.

Respectfully,

N. P. Callahan
N. P. Callahan

7 MAY 21 1943
RECORDED

208438-53

Searched	Record
Numbered	Checked
47	Filed
3 MAY 18 1943	
FEDERAL BUREAU OF INVESTIGATION	

THREE



XEROX
FEB 23 1984

W. J. [unclear]

JOHN EDGAR HOOVER
DIRECTOR



OHP:FVB

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

May 4, 1943

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee
EOD 8-4-41

The above employee has received his Occupational Questionnaire from Local Board #151, San Bernardino County, San Bernardino, California. The Questionnaire was dated April 28, 1943 and is returnable within a period of ten days. Mr. Skousen was instructed to contact Mr. Keefer in Room 4503 in order that he may be told the exact title of his position which should be inserted in the Questionnaire.

Mr. Skousen further advised that he has received, filled out and returned his regular Selective Service Questionnaire.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin ☒ _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Telo. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____



Handwritten:
5-15-43
Wm. J. [unclear]

XEROX
FEB 23 1984

Respectfully,
Searched 48
Indexed 48
3 MAY 18

Handwritten: O. H. Patterson
Handwritten: [Signature]

Handwritten: [Signature]

EMF

Prepared by: *ELT*
Checked by: *ELT*
Filed by: *ELT*

June 2, 1943

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

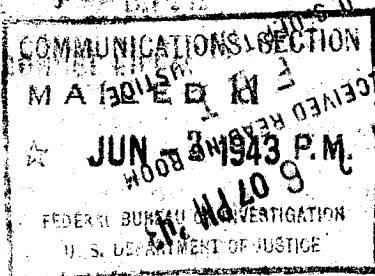
This is to advise you that it will be necessary for you to report for oath of office and assignment as a Special Agent, Grade CAF 9, \$3200 per annum at 9:00 A. M. on July 19, 1943 instead of at 9:00 A. M. on July 12, 1943 as stated in the Bureau's letter of April 20, 1943.

Sincerely yours,

John Edgar Hoover
Director

cc - Mr. Nichols
cc - Mr. Patterson

Mr. Tolson.....
Mr. E. A. Tamm.....
Mr. Clegg.....
Mr. Foxworth.....
Mr. Glavin.....
Mr. Ladd.....
Mr. Nichols.....
Mr. Rosen.....
Mr. Carson.....
Mr. Quinn Tamm.....
Mr. Hendon.....
Mr. Tracy.....
Miss Gandy.....



XEROX
FEB 23 1984

67-208438-55
54
37
JUN 3

Jim

Put Mr. Leroy B. Skousen in Special Agent
School of July 19, 1943 instead of July 12, 1943.

Per W. R. Glavin
EMF

9 JUN 10 1943

67-NOT RECORDED

Letter to Mr. Skousen
6-2-43
W.R.G.

33

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

100-100144

92
April 20, 1943

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade CAF-9. You will also be allowed your expenses of travel and operation and per diem in lieu of subsistence in accordance with existing regulations when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FIELD.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,

Francis Biddle

Attorney General.

XEROX
FEB 23 1984

By the Attorney General:
(signed) James Rowe, Jr.

The Assistant to the Attorney General.

Vice: William H. Courtney - transferred 3-1-43
Assistant Clerk - CAF 3 - \$1620 per annum

5
MAY 29 1943
67-NOT RECORDED

ADDRESS REPLY TO
"THE ATTORNEY GENERAL"
AND REFER TO
INITIALS AND NUMBER

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

April 20, 1943

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Department of Justice

Dear Mr. Skousen:

You are hereby appointed a Special Agent in the Federal Bureau of Investigation, Department of Justice, with salary at the rate of \$3200 per annum in Grade CAF-9. You will also be allowed your expenses of travel and operation and per diem in lieu of subsistence in accordance with existing regulations when absent from official headquarters, which are hereby fixed at Washington, D. C., effective upon your entry on duty, to which point you should proceed at your own expense in order to assume your official duties. Your headquarters will thereafter be changed from time to time to such places as may be deemed advisable by the Director of the Federal Bureau of Investigation, under whose supervision and instructions you will be employed.

Your salary, expenses, and per diem will be paid from the appropriation for "Salaries and Expenses, Federal Bureau of Investigation (National Defense)," FIELD.

This appointment will take effect when you enter on duty at Washington, D. C.

This letter is not to be considered as operating credentials and is not to be so used. Operating credentials are issued separately.

Respectfully,

Francis Biddle

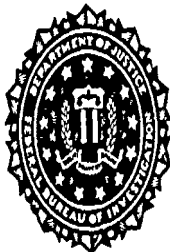
Attorney General.

By the Attorney General:

James R. McInerney, Jr.
The Assistant to the Attorney General.

*file
5/27/43
wsg
mlm 33*

JOHN EDGAR HOOVER
DIRECTOR



OHP:HLS

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

June 22, 1943

CC-287

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Coffey _____
Mr. Hendon _____
Mr. Kramer _____
Mr. McGuire _____
Mr. Harbo _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee

This is to advise that the above employee received notification from Local Board #151, San Bernardino County, San Bernardino, California, that he has been placed in Class 2-A until July 15, 1943. This notice was dated June 14, 1943, and was signed by A. D. Sweeney, Member of the Local Board.

Respectfully,

O. H. Patterson.

Handwritten: 67-208438-516

Routed.....	Recorded.....
Searched.....	Checked.....
Numbered.....	Filed.....
JUN 28 1943	
FEDERAL BUREAU OF INVESTIGATION	

Handwritten: 1



Handwritten: United News

XEROX
FEB 23 1984

REPORT OF EFFICIENCY RATING

REGULAR (X) INTERIM ()
PROBATIONARY-1ST () 2D ()

Classification Symbols		
CAF	(3)	1620
(Service)	(Grade)	(Class)

As of 3-31-43 based on performance during period from 4-1-42 to 3-31-43

LEROY B. SKOUSEN LOCATE CLERK F. B. I.
(Name of employee) (Title of position) (Bureau)

FILES ADMTN. FILING
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
V if adequate		
- if weak		
+ if outstanding		

- | | |
|---|---|
| _____ (1) Maintenance of equipment, tools, instruments. | _____ (21) Effectiveness in planning broad programs. |
| _____ (2) Mechanical skill. | _____ (22) Effectiveness in adapting the work program to broader or related programs. |
| _____ (3) Skill in the application of techniques and procedures. | _____ (23) Effectiveness in devising procedures. |
| _____ (4) Presentability of work (appropriateness of arrangement and appearance of work). | _____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| _____ (5) Attention to broad phases of assignments. | _____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| _____ (6) Attention to pertinent detail. | _____ (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| _____ (7) Accuracy of operations. | _____ (27) Effectiveness in promoting high working morale. |
| _____ (8) Accuracy of final results. | _____ (28) Effectiveness in determining space, personnel, and equipment needs. |
| _____ (9) Accuracy of judgments or decisions. | _____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| _____ (10) Effectiveness in presenting ideas or facts. | _____ (30) Ability to make decisions. |
| _____ (11) Industry. | _____ (31) Effectiveness in delegating clearly defined authority to act. |
| _____ (12) Rate of progress on or completion of assignments. | |
| _____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no) | |
| _____ (14) Ability to organize his work. | |
| _____ (15) Effectiveness in meeting and dealing with others. | |
| _____ (16) Cooperativeness. | |
| _____ (17) Initiative. | |
| _____ (18) Resourcefulness. | |
| _____ (19) Dependability. | |
| _____ (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

_____ (A) _____
_____ (B) _____
_____ (C) _____

STANDARD	Adjective rating	Numerical rating	Rating official	Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form					
All underlined elements marked plus, and no element marked minus	Excellent	1			
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3			
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6			
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8			
A majority of underlined elements marked minus	Unsatisfactory	9			

On the whole, do you consider the conduct of this employee to be satisfactory? YES (See back of form)
(Yes or no)

Rated by [Signature] XEROX Supv 4-5-43
(Signature of rating official) (Title) (Date)

Reviewed by L. B. Nichols Assistant Director APR 16 1943
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee Let Sent 6-4-43
(Date) (Adjective rating) (Numerical rating)

JOHN EDGAR HOOVER
DIRECTOR



OHP:MN

Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

July 6, 1943

MEMORANDUM FOR MR. NICHOLS

RE: LEROY B. SKOUSEN
Files Division Employee

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Beahm _____
Miss Gandy _____

As you know, Mr. Skousen has been in charge of the Training Program in the Files Division for the past year and one half and is going into the Agent's Class in a couple of weeks. He has just returned from 2 weeks leave during which time he passed the Virginia Bar Examination. Mr. Skousen wants to see you before he goes into the Agent's Class merely to talk to you for a few moments.

I have told you many times, of course, about his excellent work, but I would just like to emphasize again what his services have meant to this Bureau during the past couple of years. The one most important thing that has been accomplished in the Files Division in the past 2 years has been the proper training of our employees, and I feel safe in saying that Mr. Skousen is at least 75% responsible for the accomplishment. His enthusiasm is unbounded; for instance, during the past 2 weeks while he was studying for the Bar Examination, he was in daily contact with the Training Unit and came back one night to the Bureau to approve some manuals. I would say that his contribution during the past 2 years has been the one single most important one of any person's in the Files Division. I would like to have you know this when he drops in to see you.

Respectfully,

H. Patterson
O. H. Patterson
67-208438-57
44
JUL 10 1943
FBI

XEROX
FEB 23 1984



35-17

WASHINGTON COLLEGE OF LAW

(FOUNDED 1896)

WASHINGTON, D. C.

This is to Certify that Leroy B. Skousen entered the

Washington College of Law as a regular student September 17, 1941

Date

with San Bernardino Valley Union Junior College, 60 semester hours

(Entrance credentials)

ATTENDANCE

to

June 10, 1943

YEAR	SUBJECTS	SEMESTER HOURS	GRADE	YEAR	SUBJECTS	SEMESTER HOURS	GRADE
1941-42	Contracts	6	A	<div style="transform: rotate(-45deg);"> <p>1 JUN 21 1943</p> <p>3-1</p> </div>			
	Torts	4	B				
	Second Semester						
	Criminal Law	3	B				
	Personal Property	3	B				
	Procedure	4	C				
1942-43	First Semester						
	Agency & Partnership	3	C				
	Domestic Relations	2	C				
	Equity	4	C				
	Legal Bibliography	1	B				
	Second Semester						
	Federal Civil Procedure	3	B				
	Real Property	2	B				
	Damages	2	C				
	Corporations	3	C				

XEROX

FEB 23 1984

Scale of Marks

A--90 to 100 D--Condition
B--80 to 89 E--Failure
C--70 to 79 F--Pass on Re-examination
S--Satisfactory

Scale of Marks after Sept. 1942

A--93-100
B--83-92
C--73-82
D--65-72 Passing
F--failure(below 65)

July 16, 1943

(Date)

Leroy B. Skousen
Acting Dean

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

(Place) Washington D. C.
(Date) April - 19, 1943.

Dear Sir:

Having filed an application for a position as Special Agent in the Federal Bureau of Investigation, United States Department of Justice, I hereby agree that in the event of an appointment I will be governed by the following conditions:

1. Upon appointment ~~and within ten days after receipt thereof~~, I shall be required to proceed at my own expense to Washington, D. C., where I will take the oath of office and enter on duty on the date specified.
2. That said appointment will be on a probationary basis.
3. That my retention in the Bureau shall be dependent upon the performance of satisfactory services, and if my services are deemed unsatisfactory it is understood that my employment may be discontinued at any time and that I will not receive transportation to my home, or to any other point, at Government expense.
4. That if appointed I may be sent to any part of the continental or territorial United States that the exigencies of the Bureau's work may require; that my headquarters may be fixed in some jurisdiction other than that in which I have heretofore resided; that my headquarters may be changed as the work of the Bureau may require; and that no transfer will be made from one station to another for personal reasons.
5. That the confidential character of the relations of the employees of the Federal Bureau of Investigation with the public is fully understood by me, and that the strictly confidential character of any and all information secured by me, in connection directly or indirectly with my work as a Special Agent, or the work of other employees of which I may become cognizant, is fully understood by me, and that neither during my tenure of service with the Federal Bureau of Investigation nor at any other time will I violate this confidence, and I agree that I will not divulge any information of any kind or character whatsoever that may become known to me, to persons not officially entitled thereto.

I further agree that nothing connected with this certification is to be construed by me as an assurance that an appointment will be tendered me; that I fully understand all of the foregoing and that the conditions specified herein are agreeable to me; that if appointed I will abide by the foregoing conditions, and I am fully cognizant that the provisions mentioned above are to be complied with and ~~thereof~~ to be regarded as a part of my appointment if it is subsequently tendered to me and accepted.

Subscribed and sworn to before me this

Very truly yours,

19th day of April, A.D. 1943
Oran A. Shard
Notary Public

Leroy B. Shorsen
THREE
file
7-8-43
wag

CC-74

July 30, 1943.

WAW:EB

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

Re: LEROY B. SKOUSEN
Order Number 2157

Gentlemen:

The Review Committee of the War Manpower Commission, established under the provisions of Executive Order 9809, has determined the position of Special Agent held by Mr. Skousen to be a key position within the meaning of said Executive Order.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9809, recommends that the attached D.S.S. Form 42-A (Revised) which has been executed by me under date of July 24, 1943, and counter-signed by the Chairman of the Agency Committee, be forwarded to you requesting occupational deferment on behalf of Mr. Skousen.

I would appreciate having this affidavit made a part of the file of the above named registrant, and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Sincerely yours,

AUTHORIZED GOVERNMENT REQUEST

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

AGENCY COMMITTEE

FEDERAL BUREAU OF INVESTIGATION

Enclosure

Air Mail

Special Delivery

Registered

Return Receipt Requested

Mr. Clegg
Mr. E. A. Tamm
Mr. Harbo
Mr. Hendon
Mr. McGuire
Mr. Mumford
Mr. Piper
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
SAC Los Angeles
Review Committee, War Manpower Commission

★ JUL 30 1943 ★
P. M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RECORDED
INDEXED
AUG 8 1943

John Edgar Hoover
Director

FBI
SEC FIA

90
AUG 2 1943

FEB 23 1984

497856
438-588

23
Lew

HERBY B. SKOUSEN

2157

25

151

San Bernardino

San Bernardino

California

Special Agent

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

August 4, 1941

July 19, 1943

\$200 annually

See attachment

Attended San Bernardino Junior College and Washington College of Law.

See attachment

See attachment

SEE FILE 42-1 (ENCL)

SPECIAL AGENTS

Federal Bureau of Investigation, United States Department of Justice

This position has been designated Washington, D.C. Position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

See attachment

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is discharged from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health.

The duties of a Special Agent of the Federal Bureau of Investigation are such that he cannot lead a sedentary or well regulated life. The work of a Special Agent, regardless of his particular assignment, is such that he must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The duties of a Special Agent of the Federal Bureau of Investigation are such that he cannot lead a sedentary or well regulated life. The work of a Special Agent, regardless of his particular assignment, is such that he must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment; technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort:

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today. Up to the present time the full complement of Special Agent personnel has not been secured and every effort is being made to secure the necessary additional Special Agent personnel.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 24th day of July 1945

Notary Public

PERSONNEL AFFIDAVIT

Dept. of Justice Federal Bureau of Investigation Washington D.C.
(Department or agency) (Bureau or division) (Place of employment)

Name Leroy Bentley Skousen
(Given name, initial or initials, if any, and last name. Print or type)

Section 9A of Public 252—76th Congress, approved August 2, 1939, otherwise known as the "Hatch Act," provides:

"(1) It shall be unlawful for any person employed in any capacity by any agency of the Federal Government, whose compensation, or any part thereof, is paid from funds authorized or appropriated by any Act of Congress, to have membership in any political party or organization which advocates the overthrow of our constitutional form of government in the United States.

"(2) Any person violating the provisions of this section shall be immediately removed from the position or office held by him, and thereafter no part of the funds appropriated by any Act of Congress for such position or office shall be used to pay the compensation of such person;"

It is provided in various appropriation acts that no part of the funds so appropriated shall be used to pay the salary or wages of any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence, and that an affidavit shall be considered *prima facie* evidence that the person making the affidavit does not advocate, and is not a member of an organization that advocates, the overthrow of the Government of the United States by force or violence. Such acts provide further that any person who advocates, or who is a member of an organization that advocates, the overthrow of the Government of the United States by force or violence and accepts employment, the salary or wages for which are paid from any such appropriation, shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than 1 year, or both, and that the above penalty shall be in addition to, and not in substitution for, any other provisions of existing law.

I, Leroy Bentley Skousen, do solemnly swear (or affirm) that I have read and understand the foregoing; that I do not advocate the overthrow of the Government of the United States by force or violence; that I am not a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence; and that during such time as I am an employee of the Federal Government, I will not advocate nor become a member of any political party or organization that advocates the overthrow of the Government of the United States by force or violence.

Leroy B. Skousen
(Signature of employee)

Subscribed and sworn to before me this 19 day of July A. D., 1943
at Washington D.C.
(City or place) (State)

XEROX
FEB 23 1984

[SEAL]

Pollyanna Jordan
Notary Public
87-101 RECORDED
file 7-56-43
35-2-11



**Federal Bureau of Investigation
United States Department of Justice**

Los Angeles 13
California
August 6, 1943

Director, FBI

RE: LEROY B. SKOUSEN, SPECIAL AGENT
SELECTIVE SERVICE STATUS

Dear Sir:

According to information received from Local Draft Board No. 151, San Bernardino, California, the above-named Special Agent has been classified 2-B until February 1, 1944.

Very truly yours,

RBH:YHC
67-4616

R. B. HOOD
SAC

RECORDED
1 AUG 19 1943

67-208438-59	
Noted.....	Recorded.....
Searched. <i>h</i>	Checked.....
Numbered.....	Filed... <i>53</i> ...
2 AUG 17 1943	
FEDERAL BUREAU OF INVESTIGATION	



mm/ant
Op. 16

XEROX
FEB 23 1984

FREE
John

**RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE**

NAME Leroy Bentley Skousen AGE 25 YEARS, 10 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: Single NUMBER OF CHILDREN
FAMILY HISTORY

HISTORY OF ILLNESS OR INJURY Pneumonia at the age of 2. No ill effects now.
Fract. left forearm, 1932. T & A, 1942

HEAD AND FACE N
EYES: PUPILS (size, shape, reaction to light and distance, etc.) = react to L and A

DISTANT VISION RT. 20/20; corrected to 20/
LT. 20/20, corrected to 20/

COLOR PERCEPTION Normal 20th
(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS Normal 20th
EARS: HEARING RT, WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'
LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'

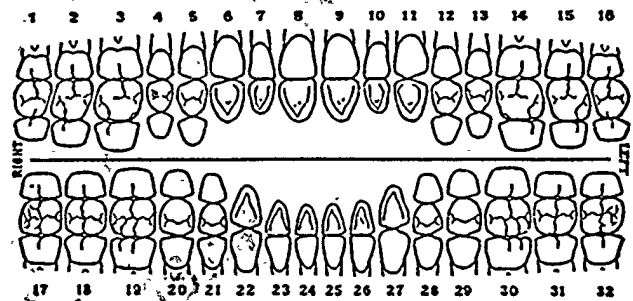
DISEASE OR DEFECTS None
NOSE neg

(Disease or anatomical defect, obstruction, etc. State degree)
SINUSES clear.

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Neg

TEETH AND GUMS (disease or anatomical defect): Normal

MISSING TEETH 1,16,17,32
NONVITAL TEETH none apparent
PERIAPICAL DISEASE none apparent
MARKED MALOCCLUSION no
PYORRHEA ALVEOLARIS none
TEETH REPLACED BY BRIDGES none
DENTURES none
REMARKS



Edward Georg Friedrich

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium
TEMPERATURE 98.4 CHEST AT EXPIRATION 33 1/2
HEIGHT 68 3/4 CHEST AT INSPIRATION 36 1/2
WEIGHT 150 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 30 1/2
RECENT GAIN OR LOSS, AMOUNT AND CAUSE Gain 8# - regularity
SKIN, HAIR, AND GLANDS N
NECK (abnormalities, thyroid gland, trachea, larynx) N

SPINE AND EXTREMITIES (bones, joints, muscles, feet) N

Sept 9-13-43
Chad

208438-60

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE
[Signature]

THORAX (size, shape, movement, rib cage, mediastinum) Old thoracotomy wound on rt.
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC N

CARDIO-VASCULAR SYSTEM N

HEART (note all signs of cardiac involvement) N

PULSE: BEFORE EXERCISE 78 BLOOD PRESSURE: SYSTOLIC 112
AFTER EXERCISE 100 DIASTOLIC 66
THREE MINUTES AFTER 80

CONDITION OF ARTERIES good CHARACTER OF PULSE Reg
CONDITION OF VEINS N HEMORRHOIDS N

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) N

GENITO-URINARY SYSTEM N

URINALYSIS: SP. GR. 1.021 ALB. neg SUGAR neg MICROSCOPICAL neg

VENEREAL DISEASE N

NERVOUS SYSTEM N

(organic or functional disorders) N

ROMBERG N INCOORDINATION (gait, speech) N

REFLEXES, SUPERFICIAL N DEEP (knee, ankle, elbow) N TREMORS none

SEROLOGICAL TESTS Kahn - neg. BLOOD TYPE "A"

ABNORMAL PSYCHE. (neurasthenia, psychasthenia, depression, instability, worries) N

SMALLPOX VACCINATION: DATE OF LAST VACCINATION 1943

TYPHOID PROPHYLAXIS: NUMBER OF COURSES 1

DATE OF LAST COURSE 1943

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE N

SUMMARY OF DEFECTS Missing teeth

CAPABLE OF PERFORMING DUTIES INVOLVING any PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause) N

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) N

Phys qual

H. G. Little

7-29-43

DATE OF EXAMINATION

DATE: July 31, 1943

MEMORANDUM FOR MR. CLEGG:

RE: SELECTIVE SERVICE ACT

There is being set out below my status with regard to the Selective Service Act:

I did (~~did not~~) register for the draft.

If not, why not?

My local board order number is: 2157

My National lottery number is: Don't know -

Questionnaire received? Yes

Classification Assigned: 2-A- Expired 7-15-43.

Was deferment requested? Yes -

If so, by whom requested? Myself - upon suggestion of the Bureau.

Action taken on request: Deferment granted.

Marital status: Single

Number and address of Local Board: Local Board No. 151
490 Court St.
San Bernardino,
California.

Very truly yours,

Leroy B. Skonsen
Special Agent

New Agents Class #1
E.O. D. 7-19-43.

XEROX
FEB 23 1984

DBS Form 42a
Sent 7-30-43
WmW

30

COPY

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

July 17, 1943

OHP:EP

MEMORANDUM FOR MR. NICHOLS

RE: [REDACTED]

O. GEORGE MEDLER, JR.
LEROY L. SKOUSEN
JOHN W. SULLIVAN

EOD 9-5-36
EOD 9-2-41
EOD 8-3-31
EOD 8-4-41
EOD 2-23-34

b6
b7C

The above employees of the Files Division will report to Special Agents Class on July 19, 1943. Their property has been returned to the property clerk.

Respectfully,

O. H. Patterson

5 AUG 13 1943

XEROX
FEB 23 1984

I, Heroy Bentley Skousen do solemnly swear that I will support and defend the Constitution of the United States against all enemies, foreign and domestic; that I will bear true faith and allegiance to the same; that I take this obligation freely, without any mental reservation or purpose of evasion; and that I will well and faithfully discharge the duties of the office of Special Agent in the Federal Bureau of Investigation, United States Department of Justice on which I am about to enter: So help me God.

(Sign here)

Heroy Bentley Skousen

Subscribed and sworn to before me this

19 day of July 1943

Collyanna Jordan
Notary Public

DATE OF ENTRY ON DUTY

July 19, 1943

DATE OF BIRTH

September 27, 1917

PLACE OF BIRTH*

Raymond, Alberta, Canada

* If foreign born, date of naturalization

LEGAL VOTING RESIDENCE

San Bernardino, California
5 AUG 2 1943

DO YOU RECEIVE AN ANNUITY UNDER THE CIVIL SERVICE RETIREMENT ACT?

No
(yes or no)

XEROX
FEB 26 1984

ST-101 RECORDED 3
7-27-13
May only



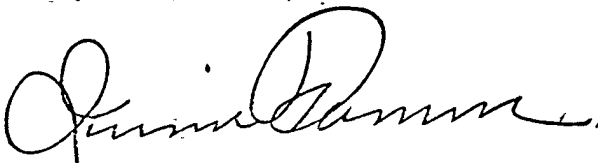
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

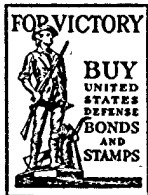
August 2, 1943

MEMORANDUM

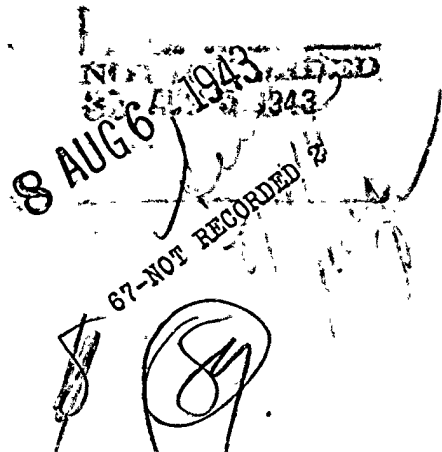
A search of the files of this Division fails to disclose any record of Leroy Bentley Skousen, employee, whose fingerprint card has been retained here. The fingerprint classification in this case is 25 L 1 Ur 17.
L 1 U

Very truly yours,


Q. Tamm



XEROX
FEB 23 1984





Federal Bureau of Investigation
United States Department of Justice

Los Angeles 13, California
September 9, 1943

Director, FBI

Leroy B.
Re: SPECIAL AGENT W. CLEON SKOUSEN
SELECTIVE SERVICE STATUS

Dear Sir:

According to information received from Local Board No. 152 in San Bernardino, the above-named Special Agent is classified 3-A-3 on which no time limit has been set. The Board advised that they are contemplating no action in this case, and Mr. SKOUSEN will continue to be deferred.

The Bureau's attention is called to the fact that the order number for this Agent is 1596 rather than 2157, as set out in the Bureau letter.

Very truly yours, Recorded
Searched Checked
Numbered 52 Filed

Russ
R. B. HOOD
SAC
SEP 21 1943
FEDERAL BUREAU OF INVESTIGATION

RBH:ESP
67-4616



*Noted
Wm*
XEROX
FEB 23 1984

THREE
30

September 13, 1943 ~~PERSONAL AND CONFIDENTIAL~~

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Washington, D. C.

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Quantico, Virginia, on a recent date.

This report reflects the following physical defects:

None.

The Board of Examining Physicians makes the following recommendations:

Inoculation for tetanus.

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

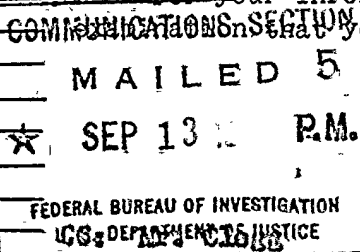
It reports that you are capable of performing strenuous physical exertion, and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

For your information, it was determined during this examination that your blood is International Type "A".

Sincerely yours,

E. Hoover

John Edgar Hoover
Director



cc: Field Personnel File

FEB 23 1944

CLASSIFICATION ADVICE



S.

Local Board No. 151 91
San Bernardino County 0.1

151

490 Court St.
San Bernardino, California

(Local Board Date Stamp With Code)

August 4, 1943

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy

(First name)

Bentley

(Middle name)

Skousen

(Last name)

Order No. 2157 has been classified in Class 2-B

Until 2-1-1944
(Insert date for Class II-A and II-B only)by ☒ Local Board.☐ Board of Appeal (by vote of _____ to _____).☐ President.

Appeal from classification by local board must be made by signing appeal form on back of questionnaire at office of local board, or by filing written notice of appeal within 10 days after the above date of mailing of notice to registrant.

If you believe that it is in the national interest or necessary to avoid an injustice that further consideration be given to the registrant's case after classification by the board of appeal, consult the Selective Service Regulations, the Government appeal agent, the occupational advisor, or the State Director of Selective Service.

RECORDED

67-208438-62

Noted.....	Recorded.....
Searched.....	Checked.....
Filed.....	36

1943

MEMBER, clerk of Local Board

FEDERAL BUREAU OF INVESTIGATION

THREE

FEB 23 1984

file
Wey/E/B

SIXTY DAY EFFICIENCY REPORT

Pittsburgh, Pennsylvania
January 6, 1944

Re: LEROY BENTLEY SKOUSEN
SPECIAL AGENT

EOD 7-19-43

*cert
ok
28*

Special Agent SKOUSEN reported to the Pittsburgh Office from Bureau Training School on November 8, 1943, and is presently in Grade CAF-9 at a salary of \$3200 per annum. He has worked in Pittsburgh and vicinity on Selective Service, Departmental and Bureau Applicants, Security Matter (G), Theft from Interstate Shipment, Miscellaneous, National Motor Vehicle Theft Act, Selective Service CO, and Impersonation. He types, using the touch system, at forty-five words per minute; has completed the required number of Training Sessions for newly appointed Special Agents; has participated for a period of eight days on a technical surveillance; has passed the Pennsylvania State Automobile Drivers' License Test; is a careful car driver; is the possessor of a 2-s Private Pilot's License; has put in a sufficient amount of voluntary overtime; and has always been available.

The dictation of this Agent is rated as above average for a new Agent, and he should continue to improve with additional experience. He has participated in one firearms training since reporting to this office, at which time his range demeanor was good and he is qualified in all Bureau firearms. He has not been used on dangerous assignments, but I would not hesitate to so use him if accompanied by more experienced Agents. This Agent makes a good personal appearance, dresses neatly, is possessed of a pleasing personality, and has shown a good attitude. He has shown average industry, investigative ability, aggressiveness, self-confidence, and force. His volume of work has been average and he has made the usual errors of first office Agents in report writing and Bureau procedure. To the present time he has shown no administrative, executive, or supervisory ability. He is rated as Fair.

RECORDED

5 JAN 22 1944

K. JOHNSON
Special Agent in Charge

67-208438-63

1 JAN 1944

1944

L. B. S.
I have read the above

RWB:LBV

XEROX
FEB 23 1984

W. E. LEGG

jm

REPORT OF EFFICIENCY RATING

REGULAR () INTERIM ()
PROBATIONARY-1ST () 2D ()

Classification Symbols		
CAF	9	\$3200
(Service)	(Grade)	(Class)

As of January 6, 1944 based on performance during period from Nov. 8, 1943 to January 6, 1944

LEROY BENTLEY SKOUSEN Special Agent Federal Bureau of Investigation
(Name of employee) (Title of position) (Bureau)

U. S. Department of Justice Pittsburgh, Pa.
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
✓ if adequate		
- if weak		
+ if outstanding		

- | | |
|---|---|
| ----- (1) Maintenance of equipment, tools, instruments. | ----- (21) Effectiveness in planning broad programs. |
| ----- (2) Mechanical skill. | ----- (22) Effectiveness in adapting the work program to broader or related programs. |
| ----- (3) Skill in the application of techniques and procedures. | ----- (23) Effectiveness in devising procedures. |
| ----- (4) Presentability of work (appropriateness of arrangement and appearance of work). | ----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| ----- (5) Attention to broad phases of assignments. | ----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| ----- (6) Attention to pertinent detail. | ----- (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| ----- (7) Accuracy of operations. | ----- (27) Effectiveness in promoting high working morale. |
| ----- (8) Accuracy of final results. | ----- (28) Effectiveness in determining space, personnel, and equipment needs. |
| ----- (9) Accuracy of judgments or decisions. | ----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| ----- (10) Effectiveness in presenting ideas or facts. | ----- (30) Ability to make decisions. |
| ----- (11) Industry. | ----- (31) Effectiveness in delegating clearly defined authority to act. |
| ----- (12) Rate of progress on or completion of assignments. | |
| ----- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no) | |
| ----- (14) Ability to organize his work. | |
| ----- (15) Effectiveness in meeting and dealing with others. | |
| ----- (16) Cooperativeness. | |
| ----- (17) Initiative. | |
| ----- (18) Resourcefulness. | |
| ----- (19) Dependability. | |
| ----- (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
----- (B) -----
----- (C) -----

STANDARD Deviations must be explained on reverse side of this form			Adjective rating	Numerical rating
All underlined elements marked plus, and no element marked minus	Excellent	1		
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements	Good	4, 5, or 6		
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by H.K. JOHNSON Special Agent in Charge January 6, 1944
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

November 19, 1943

SAC, Pittsburgh

Dear Sir:

There are transmitted herewith duplicate copies of the following papers concerning Special Agent **Leroy B. Skousen**, who entered on duty as an Agent in the Bureau on **July 19, 1943**:

Vocation record
Personnel status report
Efficiency report
Physical examination report
Property record
Leave record
Firearms record

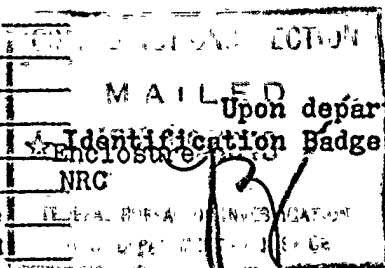
The efficiency report is for your confidential information, and may be used by you as a guide in the future training of this employee. The other papers, with the exception of the leave and firearms records, should be placed in the Agent's field personnel file.

Very truly yours,

J. E. Hoover

John Edgar Hoover
Director

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. McGuire _____
Mr. Mumford _____
Mr. Piper _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



Upon departure, this Agent had in his possession his picture

2 NOV 23 1943

NOT RECORDED

[Handwritten signature]

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

MEMORANDUM FOR MR. TOLSON

TRAINING SCHOOL FOR NEW SPECIAL AGENTS - EFFICIENCY REPORT

GDG:JRE

RE: LEROY BENTLEY SKOUSEN

Date Submitted November 8, 1943

Date of Training School 7/19/43 to 11/6/43

Age 26

Legal Residence San Bernardino, Calif. Marital Status Single

Offices of Preference Los Angeles; Salt Lake City; El Paso Assigned to Pittsburgh

Education: Ass. of Arts, 1941, San Bernardino Junior College.

Previous Experience: Tractor Operator; Missionary; FBI Clerk.

Training School Grades

Examination, Rules & Regulations	96	Public Speaking	Very Good
Examination, Manual of Instructions	99	Inside Crime Scene Search	Good
Examination, Uniform Crime Reporting	94	Outside Crime Scene Search	Good
Examination, Laboratory	94	NMVTA Test Interview	Very Good
Examination, Fingerprint Ident.	95	NMVTA Roughdraft Report	Good
Examination, National Defense	85	Applicant Test Interview	
Examination, Comprehensive	86	Applicant Roughdraft Report	
Auditory Test	Fair	Impersonation Test Interview	Good
Visual Memory Test	Fair	Impersonation Roughdraft Report	Good
Moot Court	Good	Photographic Ability	Average
Auto Driving	Satisfactory		

Firearms Training

Hip Shooting:	100	81 Rifle:	
Practical Pistol Course:	85	Machine Gun:	
Shotgun:	100		

SKOUSEN was born in Alberta, Canada. He moved to the United States with his parents when he was four years of age. He is a citizen of the United States and has lived in California most of his life. In addition to his schooling at San Bernardino Junior College for two years he attended the Washington College of Law where he completed approximately one-half of the law course. In June of 1943 he successfully passed the Virginia Bar examination and is a member of the Virginia Bar. From 1936 to 1938 he was a missionary for the Latter Day Saints (Mormon) in the British Isles. During the summers of 1939, 1940 and 1941, he drove a tractor for the Skousen Brothers Construction Company in New Mexico. He entered the Bureau's service in 1941 as a messenger and was employed in the files section. He was later placed in charge of the training and retraining of all employees in the files section of Division Four.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Acers
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Starnes
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

NOV 17 1943

67-NOT RECORDED 1
88
93

92

SKOUSEN dresses conservatively and presents a good appearance. At times he appears to be overly self-satisfied and his demeanor seems to be governed by his desire to make an impression. It is believed, however, this is not a true characteristic of him. He asked many questions in class. He is interested in the Bureau and desires to make good as an Agent. He needs some roughening experience but should develop satisfactorily.

The Special Agent in Charge of firearms has certified that this Agent is qualified in the use of all Bureau firearms.

SKOUSEN satisfactorily passed an automobile driving test afforded him by the class counselor.

Very truly yours,


H. H. Clegg

NAME - LEROY BENTLEY SKOUSEN
AGE - 26
MARITAL STATUS - Single
LEGAL RESIDENCE - San Bernardino, California
TITLE - Special Agent
EDUCATION - Associate of Arts 1941, San Bernardino Junior College
PREVIOUS EXPERIENCE - Tractor Operator; Missionary; FBI Clerk
OFFICES OF PREFERENCE - Los Angeles; Salt Lake City; El Paso

Skousen was born in Alberta, Canada. He moved to the United States with his parents when he was four years of age. He is a citizen of the United States and has lived in California most of his life. In addition to his schooling at San Bernardino Junior College for two years he attended the Washington College of Law where he completed approximately one-half of the law course. In June of 1943 he successfully passed the Virginia Bar examination. He intends to be formally sworn in at his earliest opportunity. From 1936 to 1938 he was a missionary for the Latter Day Saints (Mormon) in the British Isles. During this time he lived in various parts of England. During the summers of 1939, 1940 and 1941, he drove a tractor for the Skousen Brothers Construction Company in New Mexico. He entered the Bureau's service in 1941 as a messenger and was employed in the files section. He was later placed in charge of the training and retraining of all employees in the files section of Division Four.

Skousen dresses conservatively and presents a good appearance. At times he appears to be overly self-satisfied and his demeanor seems to be governed by his desire to make an impression. It is believed, however, this is not a true characteristic of him. He asks many questions in class. He has absorbed the course material satisfactorily.

It is believed he can best develop in an office in the Middle-west.

EX-107-33-1

XEROX
FEB 23 1984

5

October 7, 1943

Special Agent in Charge
Pittsburgh, Pennsylvania

Dear Sir:

This is to advise you that Special Agent
~~W. D. Simpson~~, who entered on duty July 19, 1943,
in Grade Caf-9, at a salary of \$3,200 per annum, has been
directed to report to you for assignment. The training
school terminates on November 6, 1943, on which date
he will proceed to your division. You should advise the
date of his arrival.

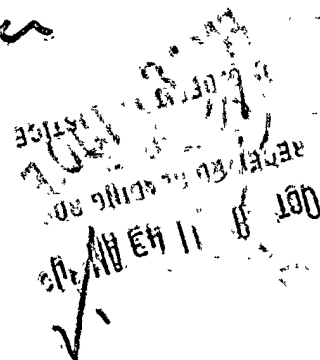
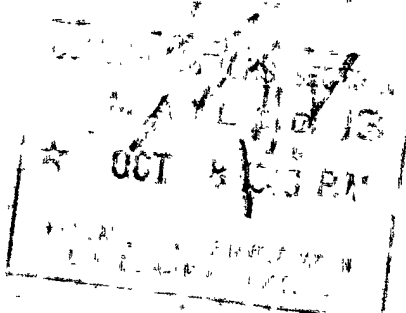
You are instructed to continue the training of
the Agent so that he may receive experience in all branches
of the work of the Bureau. In submitting special efficiency
reports, in accordance with the provisions of the Manual of
Rules and Regulations, you should include statements as to
the kinds of cases on which the employee has been engaged,
his ability or lack thereof in any certain phase of the work,
and particularly his ability to perform more involved in-
vestigations, such as bankruptcy. It is further desired
that you give your personal attention to the development of
this employee along administrative and executive lines and
that any pertinent information indicating possibilities for
assignment to such work be reported to the Washington head-
quarters of the Bureau from time to time.

XEROX

Very truly yours,

FEB 23 1984

John Edgar Hoover
Director



Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to January 15, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of five dollars (\$5), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$5,000.

The following person is hereby designated as my beneficiary:

Name Mrs. Rita B. Skousen Address 1395 Waterman, A San Bernardino, Calif.
Relationship Mother Dated July 22, 1943

Very truly yours,

Leroy B. Skousen
Special Agent

Acknowledged
9-20-43 JH

RECORDED
FEB 23 1944

SEP 1 1943
NOT RECORDED
File 28
82

Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to August 31, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Mrs. Rita Skousen Address 1395 Waterman Ave.
San Bernardino California
Relationship Mother Dated August 27, 1943

Very truly yours,

Leroy B. Skousen
Special Agent

ack 9-22-43
SR

FEB 23 1984

P.S. The sum of \$5 has already been submitted. S.D.S

January 17, 1944

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

RE: LEROY BENTLEY CRUSEN
Order Number 2157

Gentlemen:

The Review Committee of the War Relocation Commission, established under the provisions of Executive Order 9307, has determined the position of Special Agent held by Mr. Cruseen to be a key position within the meaning of said Executive Order.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9307, recommends that the attached Forms 42 and 42-S be forwarded to you requesting occupational deferment on behalf of Mr. Cruseen.

I would appreciate having these affidavits made a part of the file of the above-named registrant, and request your consideration of the same when you determine his classification. The principal place of employment of this registrant is Pittsburgh, Pennsylvania.

Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Sincerely yours,

John Edgar Hoover
Director

Enclosure

War Relocation Commission

San Bernardino, California
RE: Mr. Cruseen, Pittsburgh

Tolson _____
E. A. Tamm _____
Clegg _____
 Coffey _____
 Glavin _____
 Ladd _____
 Nichols _____
 Rosen _____
 Tracy _____
 Acers _____
 Carson _____
 Harbo _____
 Hendon _____
 Mumford _____
 Starke _____
 Quinn Tamm _____
 Nease _____
 Gandy _____

FEB 23 1944

LEROY BENTLEY SKOUSEN

2157

26

151

San Bernardino

San Bernardino

California

Mr. Skousen is a Special Agent and as such holds a key position as designated by the Review Committee of the War Manpower Commission within the meaning of Executive Order 9309. The performance of his duties is essential and critical to the execution of the work assigned by law and Executive Directive to the Federal Bureau of Investigation.

To the Federal Bureau of Investigation is assigned the responsibility of investigating all acts of espionage, sabotage and all actions tending to undermine the internal security of the nation. We must also investigate and enforce all those federal statutes assigned to the investigative jurisdiction of this Bureau such as: bank robbery, kidnaping, interference with the interstate transportation of goods, National Stolen Property Act, White Slave Traffic Act, etc., the enforcement of which is necessary to the preservation of the national health, safety and interest.

To carry on this work it is necessary to maintain a corps of trained investigators. Mr. Skousen is such a trained investigator. In the attached Form 42 S further information relative to Mr. Skousen is set forth.

J. Edgar Hoover

Washington, D. C.

14th

January

44

Notary Public

LEROX

BENTLEY

SKOUSEN

2157

September

27

1917

26

151

San Bernardino

San Bernardino

California

Special Agent

x

U.S. Department of Justice

Federal Bureau of Investigation

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

July 19, 1943

He may be contacted through

F.B.I. Headquarters

3200

Washington, D. C.

2

5

2

5

F.B.I.

Washington, D. C. 3-4-41 7-12-43 Conf. Index & Files #1620
Analyst

San Bernardino H. Sch. San Bernardino, Cal. 1933 1936 Diploma
San Bernardino Jr. Coll. San Bernardino, Cal. '39-'41
Wash. College of Law Washington, D. C. 40 hrs. of Law

See attachment

1-A LB 2-B 8-43 LB 2-1-44
2-B 8-41 LB 3-8-42
2-B 3-42 LB 9-30-42
2-A 9-42 LB 3-23-42
2-B 6-43 LB 7-15-43

Yes

June 7, 1943

See attachment

See attachment

See attachment

Approximately 4800 150 80

None

See attachment

See attachment

Clyde A. Tolson
~~XXXXXXXX~~

~~XXXXXX~~

January 14, 1944

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-three and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agents that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent position of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 11th day of January 19 44

Notary Public

CLASSIFICATION ADVISORY

App. Not Req.

Clyde A. Tolson.

J. Edgar Hoover.



LOCAL BOARD No. 151
490 COURT ST., ROOM 5
SAN BERNARDINO, CALIF.

(Local Board Date Stamp With Code)

February 14th, 1944
(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy

(First name)

Bentley

(Middle name)

Order No. 2157 has been classified in Class II-B

until July 14th, 1944
(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 59
(Revised 3-29-43)

XERO
FEB 23 1984
(See other side)

(Member or clerk of local board)

16-33335-1

67-208438-65

Routed... Recorded...

Sent (Last name) ...

Number 77

4 FEB 22 1944

FEDERAL BUREAU OF INVESTIGATION

3

Wm. J. ...

Nazel A. Moore

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

When an appeal is taken from the classification or reclassification of a registrant and when such appeal is upon the ground that the registrant should have been deferred by reason of his occupation, the appeal shall be transferred to the board of appeal having jurisdiction over the area in which the registrant is employed, provided all of the following conditions are met (but not otherwise):

- (1) The first person to appeal from such classification or reclassification files with his appeal a written request for such transfer;
- (2) The written request states in what respect an occupational question is involved; and
- (3) The written request states the name of the registrant's employer and the street address, county, and State where the registrant is employed.

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

New York City

AHC:RMJ

February 15, 1944

Director, FBI

RE: SUGGESTION OF SPECIAL AGENT LEROY B. SKOUSEN—
NATIONAL FINGERPRINT SCHOOL

Dear Sir:

During the course of the recent inspection of the Pittsburgh Office Special Agent Leroy B. Skousen assigned to that office offered a suggestion concerning the establishment of a National Fingerprint School to be conducted on the same general basis as the National Police Academy. Agent Skousen stated it is his observation that most police agencies are interested in the subject of fingerprints but are lacking in detailed information and administrative training. He suggested that the Bureau, which has established leadership in police training through the National Police Academy, give consideration to offering a course for police officers to extend over a period of six weeks and be divided into the following general breakdown:

First Week—A study of the fundamentals of fingerprint work, including the history of fingerprinting, types of patterns involved, and interesting cases.

Second Week—Practice in classifying fingerprints and study of special classification breakdowns.

Third Week—The filing of fingerprints and a study of the Bureau's filing methods.

Fourth Week—The searching of prints and a study of special methods of searching.

Fifth Week—Study and practice in the taking, lifting, developing and photographing of latent prints.

Sixth Week—Four days to be devoted to the study of expert testimony, charts and the single fingerprint section, together with a practice session in moot court work; two days devoted to a study of the

XEROX
FEB 23 1984

167-
FEB 17 1944

MAILED 67-167-1

45

AHC:RMJ
Letter-Director

February 15, 1944

coordination that should exist between the Bureau and police departments, as well as training in instruction and leadership in the development of local fingerprint systems.

Agent Skousen is of the opinion that a program as indicated above would be effective in improving the general fingerprint work of local police agencies and would further enhance the Bureau's leadership in law enforcement.

The above suggestion is submitted for appropriate consideration.

Very truly yours,

A. H. CROWL
Inspector



Federal Bureau of Investigation
United States Department of Justice
Pittsburgh, Pennsylvania
December 13, 1943



IN REPLY, PLEASE REFER TO:

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who has contributed to this fund subsequent to December 18, 1943, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~CHECK~~ - MONEY ORDER) the sum of ten-dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Rita P. Skorsen Address 1395 Waterman Ave
Relationship Mother Dated Dec 12, 1943
San Bernardino, Calif

Very truly yours,

ack. 1-9-44.

XEROX

my FEB 23 1984

Leroy B. Skorsen
Special Agent

1944
NOT RECORDED
FILED
82

TRANSFER EFFICIENCY REPORT

Pittsburgh, Pennsylvania

March 4, 1944

ECD

7-19-43

Re: LEROY BENTLEY SKOUSEN
SPECIAL AGENT

Special Agent SKOUSEN reported to the Pittsburgh Office from the Bureau Training School on November 8, 1943, and is presently in Grade CAF-9 at a salary of \$3200 per annum. He has worked in the headquarters city and vicinity as well as out of the New Castle and Johnstown Resident Agencies for a period of approximately two weeks.

This Agent presents a very good personal appearance, dresses very neatly and conservatively. During this period he has exhibited a considerable degree of force and aggressiveness, and has displayed initiative in handling his assignments, and a desire to improve his standing in the Service. His attitude has been very good and he accepts criticism well.

Agent SKOUSEN is considered to be a good dictator and is developing his ability in this regard; however, his preparation could be improved upon. He has demonstrated good organization of material, is a good enunciator, and has about average diction. He operates an automobile carefully, and has met the requirements of the Pennsylvania State Drivers' Test. He has demonstrated that he is capable of testifying at Commissioner's Hearings; has operated on one physical and one technical surveillance for periods of four and eight days respectively. He types, using the touch system, at forty-five words per minute, but has no ability in shorthand. He has attended the required number of training sessions for newly appointed Agents.

This Agent has been rated five out of sixty-seven Agents assigned to the Pittsburgh Office in firearms ability, his average score being 93.71% and his rating very good. The rating, while based on the few scores he returned in Training School and in one practice firearms session at this office, takes into consideration the fact that he appears to be far above average in firearms ability. He is both careful and alert, and it is estimated that he would function satisfactorily in a dangerous assignment.

The investigative reports prepared by Agent SKOUSEN have been somewhat better than average for an employee with his length of service. He accepts responsibility well, and his work has required somewhat less than average supervision. He appears to understand his objectives in connection with his investigation. Agent SKOUSEN appears to have the ability to "sell" himself and from my observations his contacts with law enforcement officials and business contacts have been good.

During the pertinent period, this Agent has worked on the following types of cases: Security Matter - G, Internal Security - C, Denaturalization Proceedings - G, Sabotage, War Labor Disputes Act, Selective Service - CO, development of Confidential Plant Informants, Theft from Interstate Shipment.

FEB 23 1944

67-203438-67	
SEARCHED	INDEXED
SERIALIZED	FILED
MAR 9 1944	
FEDERAL BUREAU OF INVESTIGATION	

Miscellaneous, Bureau and Departmental Applicants, Emergency Personnel Program, Impersonation, and National Motor Vehicle Theft Act.

Agent SKOUSEN has not had the opportunity to indicate whether he possesses supervisory, administrative, or executive ability. To date he has shown somewhat better than average development and at this time he is rated in his grade as Good.

Leroy B. Skousen
I have read the above

KTD:LBV

H. K. Johnson
H. K. JOHNSON
Special Agent in Charge

REPORT OF EFFICIENCY RATING

REGULAR (): INTERIM ()
PROBATIONARY--1ST () 2D ()

Classification Symbols		
JAF	9	\$3200
(Service)	(Grade)	(Class)

As of March 4, 1944 based on performance during period from Jan. 6, 1944 to March 4, 1944

LEROY B. SKOUSEN

(Name of employee)

Special Agent

(Title of position)

Federal Bureau of Investigation

(Bureau)

U.S. Department of Justice

(Division)

(Section)

(Subsection or unit)

Pittsburgh, Pa.

(Field office)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Underline the elements which are especially important in the position.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input type="checkbox"/>
	2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not.	
	3. Before rating, become thoroughly familiar with instructions in the rating manual.	

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) -----
- (B) -----
- (C) -----

STANDARD			Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form				
All underlined elements marked plus, and no element marked minus	Adjective rating	Numerical rating	Rating official	Good
A majority of underlined elements marked plus, and no element marked minus	Excellent	1		
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements overcompensated by plus marks on underlined elements.	Very good	2 or 3	Reviewing official	
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Good	4, 5, or 6		
A majority of underlined elements marked minus	Fair	7 or 8		
	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by H. Johnson JOHNSON Special Agent in Charge March 4, 1944
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating) (Numerical rating)

CONDUCT REPORT

(This space is to be used in case the question on the face of the sheet regarding the employee's conduct has been answered "No." In such a case give here a full statement of the particulars in which the employee's conduct has not been satisfactory.)

(Signature)

EXPLANATION OF DEVIATIONS FROM STANDARD

(Signature)

INSPECTION EFFICIENCY REPORT

Pittsburgh, Pennsylvania
January 30, 1944

NAME AND TITLE: LEROY BENTLEY SKOUSEN, Special Agent

GRADE AND SALARY: Grade CAF-9 \$3200

EOD BUREAU: July 19, 1943

EOD PITTSBURGH: November 8, 1943

OFFICE OF PREFERENCE: Los Angeles

OVERTIME: 3 out of 65 2 months 4 hrs. 39 mins. per day

DICTATION: 63 out of 69 Rating: Fair

This Agent demonstrated good organization of material, is a good enunciator, and has about average diction, the main criticism being a return of work at times due to his limited experience with form and procedure. It is believed that he has the potentiality to improve rapidly.

FIREARMS: 5 out of 67 Avg. score 93.71% Rating: Very Good

The rating for this Agent, while based upon the few scores he returned in training school and in one practice firearms session at this office, takes into consideration the fact that this Agent appears to be far above average in firearms ability. He is both careful and alert, and it is estimated that he would function satisfactorily in a dangerous assignment.

SAC JOHNSON:

This Agent is good in appearance and personality; is a fair investigator, and a fair report writer. He has a fair knowledge of Bureau procedure and equipment, can testify creditably before a United States Commissioner, and has developed normally as a new Agent. He has force and confidence and gives the impression of ability to make good contacts. He should develop very well with experience. He is rated in his grade as good.

XEROX

FEB 23 1984

**Federal Bureau of Investigation
United States Department of Justice**

Pittsburgh, Pennsylvania
March 3, 1944

Director, FBI

RE: ROY B. SKOUSEN
SELECTIVE SERVICE

Dear Sir:

This is to advise that Special Agent ROY B. SKOUSEN received a continuance of his classification, II-B, which will be effective until July 14, 1944.

Very truly yours,

H. K. Johnson

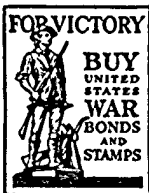
H. K. JOHNSON,
SAC

RBS:KRW
66-

XEROX
FEB 23 1984

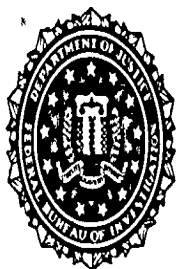
RECORDED

67-208438-68	
Searched.....	Recorded.....
Numbered.....	Checked.....
2 MAR 11 1944	
FEDERAL BUREAU OF INVESTIGATION	



Op. 10

*File
382/28*



Federal Bureau of Investigation
United States Department of Justice

Cleveland, Ohio

HBF:AC

March 21, 1944

~~CONFIDENTIAL~~

Director, FBI

Re: LEROY B. SKOUSEN
Special Agent

Dear Sir:

Inasmuch as the above-named agent on March 31, 1944 will have been assigned to the Cleveland Field Division less than thirty days, it is requested that the Pittsburgh Office submit his annual efficiency rating.

Enclosed with a copy of this letter for the Pittsburgh Office are Agent SKOUSEN's personnel file and firearms record card. It is requested that these be returned to this office as soon as they have served their purpose.

Very truly yours,

H. B. Fletcher
Special Agent in Charge

XEROX

FEB 23 1984

67-218438-69

1 MAR 25 1944

INDEX



cc Pittsburgh
(Enclosures)
REGISTERED MAIL
Return Receipt Requested

Op. 15

DICTATING ABILITY OF AGENTS

Inspector Crowl: With the aid of the stenographic personnel of your office, an analysis has been made of the ability or inability of the Special Agents assigned to the Pittsburgh Office to properly dictate. There is being set forth below the adjective rating of each Special Agent who has been in the office for a period of time sufficient to justify analysis.

It should likewise be noted from the tabulation that the number of stenographers who participated in the rating is likewise indicated. The order in which the names are listed within the particular rating has no significance. With respect to the comments concerning each Agent, these are a summary of the comments which were furnished by the participating stenographers.

<u>Name</u>	<u>Rating</u>	<u>No. of Stenos.</u>	<u>Comments</u>
D. F. DILILLO	Excellent	11	All of the stenographers were of the opinion that MR. DILILLO is excellent in all respects; that his dictation is well prepared; it is never returned for correction, and the only handicap that he seems to have is a tendency to be rather slow.
PAUL NOELKE	Excellent	10	Participating stenographers indicate he is one of the best in the office. His enunciation and diction are reported as excellent as is his rate of speed.
H. M. ALLISON	Very Good	3	Reported as having excellent vocabulary and appears to be very well prepared before he commences his dictation.

Inspection Report
Pittsburgh Office
Inspector Crowl
February 12, 1944

<u>Name</u>	<u>Rating</u>	<u>No. of Stenogs.</u>	<u>Comments</u>
[REDACTED]	Good	3	New Agent who appears to be developing; however, his preparation could be improved upon.
[REDACTED]	Good	3	Reported as being very slow. Otherwise satisfactory.
[REDACTED]	Good	7	Appears to be satisfactory; however, his work could be better organized.
R. M. SMITH	Good	3	Gives the impression that he is not quite sure of himself and his preparation could be improved.
W. L. SMITH	Good	3	Slow and poorly prepared. Sentence structure could be greatly improved as could knowledge of Bureau procedure.
R. M. STELLER	Good	5	Good voice and diction and appears to be well prepared. No constructive criticism.
A. J. SUTTON	Good	3	No constructive criticism.
[REDACTED]	Good	3	No constructive criticism.
E. D. BIRNEY	Fair	4	Voice not quite clear. Reported as being uncooperative and has not taken kindly to suggestions by the stenographers.
[REDACTED]	Fair	3	Not very accurate, not well prepared, and fails to spell names properly and works in spurts. Preparation could definitely be improved.
[REDACTED]	Fair	4	Slow rate of speed; poor sentence structure; hesitates a long time over simple sentences.
[REDACTED]	Fair	3	Described as being too wordy, is jerky in his dictation and fails to be considerate with the stenographers, in giving them sufficient time to write out proper names. Preparation fair.

Inspection Report
Pittsburgh Office
Inspector Crowl
February 12, 1944

<u>Name</u>	<u>Rating</u>	<u>No. of Stenos.</u>	<u>Comments</u>
[redacted]	Fair	3	Jerky dictator, hazy on procedure, asks innumerable questions of an elementary nature, is inconsiderate about spelling names.
T. T. WILKINSON	Fair	3	Appears to be negative in his approach and much too slow. Appears to be well prepared; however, apparently lacks confidence.
[redacted]	Fair	3	No constructive criticism.
[redacted]	Unsatisfactory	10	All employees agree that this dictator is most unsatisfactory. The comment has been made that it is a waste of time on the part of the Agent and the stenographer. Unprepared, dictates rapidly, and incoherently. Sentence structure poor, talks too fast and not distinct.

It would appear that the general ability of the Agents, from the comments furnished by the stenographic force, could be improved upon, and it is suggested that all of the above listed who indicate delinquencies in dictation be given very close supervision by you in order to see that their work will improve within the near future. It is suggested that those individuals who are presently preparing a lot of rough drafts and indicating a lack of skill in dictation be given an opportunity to utilize the stenographic force until such time as their ability improves.

S. L. Johnson:

The Inspector's suggestion will be followed very closely. Close supervision will be given to the dictation and rough drafts of Special Agent [redacted] in an effort to improve his dictation.

Inspection Report
Pittsburgh Office
Inspector Grawl
February 12, 1944

LEROY B. SKOUSEN

- SPECIAL AGENT

ENTERED ON DUTY: July 19, 1943

SALARY: CAF-9 \$3200

OFFICE PREFERENCE: Los Angeles

EXAMINATION - SET NUMBER: 2 93%

SAC H. K. JOHNSON:

This Agent is good in appearance and personality; is a fair investigator, and a fair report writer. He has a fair knowledge of Bureau procedure and equipment, can testify creditably before a U. S. Commissioner, and has developed normally as a new Agent. He has force and confidence and gives the impression of ability to make good contacts. He should develop very well with experience. He is rated in his grade as Good.

INSPECTOR CROWL:

Agent SKOUSEN presents a good personal appearance, has a good personality, is intelligent, and creates a favorable impression upon interview. He is loyal and definitely interested in the Bureau's work and will develop into an above average Agent. He is presently rated as Good.

Inspection Report
Pittsburgh Office
Inspector A. H. Crowl
February 12, 1944

FEB 23 1984

67-NOT RECORDED 1

Federal Bureau of Investigation
United States Department of Justice

Cleveland, Ohio

HBF:EDM

March 7, 1944

DIRECTOR, FBI

Re: Special Agent LEROY B. SKOUSEN

Dear Sir:

This is to advise that Special Agent LEROY B. SKOUSEN arrived in the Cleveland Field Division at 6:10 PM, March 6, 1944, on transfer from the Pittsburgh Field Division.

RECORDED

67-208438-70

In case of an emergency, please notify Willard Cleon Skousen, F.B.I., Washington, D.C.

Very truly yours,

4 PR 5 1944

H. B. FLETCHER

Special Agent in Charge



XEROX

FEB 23 1984

Handwritten notes: "XEROX", "3-17-44", "THREE", "JFK", "75"

Re: LEROY B. SKOUSEN, SPECIAL AGENT
SPECIAL SIXTY DAY EFFICIENCY
RATING

lead 7-19-43

This Agent dresses well, always presents a neat appearance and possesses an affable, hearty personality. He is intelligent, aggressive and forceful beyond the average, and appears sincere, conscientious and interested in his work, of which he performs an average volume. He has exhibited some initiative and resourcefulness in the limited type of cases he has been assigned and appears amenable to constructive criticism and suggestion.

Cal/f

SKOUSEN operates an automobile capably, types well for rough draft purposes, but he does not take shorthand. He handles firearms well and I consider him capable of handling assignments involving potential danger and of operating successfully upon physical surveillances although thus far he has had no opportunity to exhibit his ability along these lines. He has had no opportunity to testify in this division but his file reveals that he was considered a capable witness by the United States Commissioner at Pittsburgh.

np

From his self-assurance and agreeable approach, I judge him able to handle contacts with business men and law enforcement officers in creditable fashion. He appears willing to accept responsibility and his work requires no more than average supervision.

11

He is considered a very good dictator, having his facts well marshaled and dictating at a fast, even tempo. His reports and other paper work have been average for one of his experience.

He has largely been assigned to Communist matters in this office.

Thus far I have observed no supervisory ability on the part of the agent and he has been afforded no experience in supervisory work.

Agent SKOUSEN's performance has been good and I believe he will shortly develop into a very good agent.

I have read this Efficiency Rating

Leroy B. Skousen

HBF:JEH
5-9-44

H. B. Fletcher
H. B. FLETCHER, Special Agent in Charge

2 JUN 6 1944
XEROX
FEB 23 1984

67-208438-71

Routed.....	Recorded.....
Searched.....	Checked.....
Numbered.....	Filed.....
4 JUN 12 1944	
FEDERAL BUREAU OF INVESTIGATION	

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of May 9, 1944 based on performance during period from March 7, 1944 to May 9, 1944

LEROY B. SKOUSEN

Special Agent

CAF-9

\$3200.00

(Name of employee)

(Title of position, service, and grade)

Federal Bureau of Investigation - Cleveland, Ohio

(Organization—Indicate bureau, division, section, unit, field station).

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form. No. 3823A.	CHECK ONE:
✓ if adequate	2. Underline the elements which are especially important in the position.	Administrative,
- if weak	3. Rate only on elements pertinent to the position.	supervisory, or
+ if outstanding	a. Do not rate on elements in <i>italics</i> except for employees in admin- istrative, supervisory, or planning positions.	planning ----- <input type="checkbox"/>
	b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	All others ----- <input type="checkbox"/>

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----)
(Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

(A) _____
 (B) _____
 (C) _____

STANDARD
Deviations must be explained on reverse side of this form

	Adjective rating
Plus marks on all underlined elements, and no minus marks.....	Excellent
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair
Minus marks on at least half of the underlined elements.....	Unsatisfactory

Rating: official GOOD

Reviewing official: _____

Rated by W. D. Fletcher H.B.FLETCHER, Special Agent in Charge
(Signature of rating official) (Title) (Date)

Reviewed by _____ XEROX _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

ANNUAL

Form approved
Budget Bureau No. 50-R012.
Approval expires Mar. 30, 1945.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1944 based on performance during period from November 8, '43 to March 31, 1944

LEROY BENTLEY SKOUSEN

Special Agent

CAF-9

\$3200

(Name of employee)

(Title of position, service, and grade)

Federal Bureau of Investigation - Pittsburgh, Pa.

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---	---	---

- | | |
|--|--|
| <p>----- (1) Maintenance of equipment, tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>✓ (3) Skill in the application of techniques and procedures.</p> <p>----- (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>✓ (5) Attention to broad phases of assignments.</p> <p>✓ (6) Attention to pertinent detail.</p> <p>✓ (7) Accuracy of operations.</p> <p>✓ (8) Accuracy of final results.</p> <p>✓ (9) Accuracy of judgments or decisions.</p> <p>✓ (10) Effectiveness in presenting ideas or facts.</p> <p>✓ (11) Industry.</p> <p>✓ (12) Rate of progress on or completion of assignments.</p> <p>✓ (13) Amount of acceptable work produced. (Is mark based on production records? -----) (Yes or no)</p> <p>✓ (14) Ability to organize his work.</p> <p>✓ (15) Effectiveness in meeting and dealing with others.</p> <p>✓ (16) Cooperativeness.</p> <p>✓ (17) Initiative.</p> <p>✓ (18) Resourcefulness.</p> <p>✓ (19) Dependability.</p> <p>✓ (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.</p> <p>----- (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>----- (23) Effectiveness in devising procedures.</p> <p>----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>----- (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>----- (27) Effectiveness in promoting high working morale.</p> <p>----- (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>----- (30) Ability to make decisions.</p> <p>----- (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to direct and lead staff and dangerous assignments
- (B) -----
- (C) -----

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and no minus marks	Adjective rating	Rating official <u>Good</u> <u>P.B.S.</u> Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks	Excellent	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Very good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Good	
Minus marks on at least half of the underlined elements	Fair	
	Unsatisfactory	

Rated by H. T. O'CONNOR Special Agent in Charge March 31, 1944

(Signature of rating official)

(Title)

Reviewed by [Signature]

(Signature of reviewing official)

Assistant Director

(Title)

XERO MAY 8 1944

(Date)

Rating approved by efficiency rating committee

(Date)

Report to employee

(Adjective rating)

EOD 7-19-43

ANNUAL EFFICIENCY REPORT

Pittsburgh, Pennsylvania
March 31, 1944

Re: LEROY BENTLEY SKOUSEN
SPECIAL AGENT

Special Agent SKOUSEN entered on duty at the Bureau on July 19, 1943, and reported to the Pittsburgh Office on November 8, 1943. He is presently in Grade CAF-9 at a salary of \$3200 per annum.

This Agent presents a very good personal appearance, dresses very neatly and conservatively. During his assignment to this office he has exhibited a considerable degree of force and aggressiveness, and has displayed initiative in handling his assignments, and a desire to improve his standing in the Service. His attitude has been very good and he accepts criticism well.

Agent SKOUSEN is considered to be a good dictator and is developing his ability in this regard; however, his preparation could be improved upon. He has demonstrated good organization of material, is a good enunciator, and has about average diction. He is a careful automobile driver; has shown that he is capable of representing the Government as a witness at Commissioner's Hearings; has operated on one physical and one technical surveillance for periods of four and eight days respectively. Although he has no ability in shorthand, his typing speed, using the touch system, is forty-five words per minute.

This Agent's firearms ability is very good, his average score for the pertinent period having been 93.71%. The rating, while based on the few scores he returned in Training School and in one practice firearms session at this office, takes into consideration the fact that he appears to be far above average in firearms ability. He is both careful and alert, and it is estimated that he would function satisfactorily in a dangerous assignment.

The investigative reports prepared by Agent SKOUSEN have been somewhat better than average for an employee with his length of service. He accepts responsibility well, and his work has required somewhat less than average supervision. He appears to understand his objective in connection with his investigation. Agent SKOUSEN appears to have the ability to "sell" himself, and from my observations his contacts with law enforcement officials and business contacts have been good.

This Agent has handled investigations in the following categories: Security Matter - G, Internal Security - C, Denaturalization Proceedings - G, Sabotage, War Labor Disputes Act, Selective Service (CO), Development of

Confidential Plant Informants, Theft from Interstate Shipment, Bureau and Departmental Applicants, EPP, National Motor Vehicle Theft Act, Impersonation, and Miscellaneous.

As yet Agent SKOUSEN has not had the opportunity to indicate whether he possesses supervisory, administrative, or executive ability. To date he has shown somewhat better than average development, and at this time he is rated in his grade as ~~Good~~.

H. T. O'CONNOR
Special Agent in Charge

Larry B. Skousen
I have read the above

KTP:LBV

LAH:JD

March 25, 1944

Mr. L. B. Skousen
Federal Bureau of Investigation
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

Mr. A. H. Crowl has informed me of the suggestion which you made during the recent inspection of the Pittsburgh office to the effect that the Bureau should establish a national fingerprint school to give a course of training for six weeks in fingerprint identification. Very serious consideration has been given to your suggestion and I regret to inform you that it has not been possible to approve it. There are several objections to the establishment of specialized courses at Washington. With respect to fingerprints, there has not been an indication of a sufficient need for training on a national scale to justify the establishment of a specialized school. Further, there is considerable doubt as to whether as much as six weeks should be devoted to a specialized subject unless those attending have previously been given the opportunity of obtaining a broad, general course in law enforcement matters. There are many undesirable results when a law enforcement officer is given very detailed specialized instruction in a specific field without sufficient general training to give him the ability to appreciate the relationship of his specialty to the entire field. Perhaps at some later date it will be possible for the Bureau to make available specialized instruction for graduates of the FBI National Police Academy. For the present, however, the Bureau does not feel that such action is feasible.

Although it was not possible to approve your suggestion, I want you to know that your thoughtfulness in submitting it is appreciated.

Sincerely yours,

J. Edgar Hoover

cc - Cleveland

Pittsburgh

Tolson	
E. A. Tamm	
Clegg	
Coffey	
Glavin	
Ladd	
Nichols	
Rosen	
Tracy	
Acers	
Carson	
Harbo	
Rendon	
Mumford	
Starke	
Quinn Tamm	
Case	

COMMUNICATIONS SECTION
MAILED 12
★ MAR 27 1944 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

FEB 28 1984

MAR 27 1944

7 30 PM '44

MAR 28 1944

MAR 30 1944



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund subsequent to April 15, 1944, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe-keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name M. Cleon Skonsen Address F. B. I. Washington D. C.
Relationship Brother Dated 4/4/44

Very truly yours,

Ack 4-6-44
mlh

FEB 23 1984

Special Agent

36

Leroy D. Skonsen
FEB 23 1984
APR 1 1944
NOT RECORDED
Jiles
Wrg

WMW:KEL

June 17, 1944

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

RE: LEROY BENTLEY SKOUSEN
Order Number 2157

Gentlemen:

The Review Committee of the War Manpower Commission, established under the provisions of Executive Order 9509, has determined the position of Special Agent held by Mr. Skousen to be a key position within the meaning of said Executive Order.

The Agency Committee of this Bureau, which has been established in accordance with the provisions of Executive Order 9509, recommends that the attached Forms 42 and 42-B be forwarded to you requesting occupational deferment on behalf of Mr. Skousen.

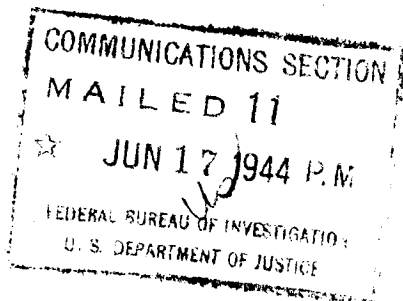
I would appreciate having these affidavits made a part of the file of the above-named registrant, and request your consideration of the same when you determine his classification. The principal place of employment of this registrant is Cleveland, Ohio.

Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

Sincerely yours,

John Edgar Hoover
Director

Enclosure
CC: Review Committee, War Manpower Commission
CC: SAC Cleveland



7800X

JUN 20 1944

LEROY BENTLEY SKOUCEN

2157

26

151

San Bernardino

San Bernardino

California

Occupation: The above-named registrant is a Special Agent of the Federal Bureau of Investigation and holds a key position within the meaning of Executive Order 9809.

It is requested that the above-named registrant, who is employed by an agency in or under the Federal Government, be classified in Class II-A or Class II-B by reason of the fact that he is "necessary to and regularly engaged in" an activity in support of the national health, safety or interest, or an activity in war production and is between the ages of 26 and 29, inclusive. Form 42 (Sup.) giving complete details concerning the registrant and his occupation is attached.

Agency Stamp:

6/17/44

J. Edgar Hoover

Washington, D. C.

17th

June

44

Notary Public

	LEROY	BENTLEY	SKOUSEN
2157		September 27	1917 26
151	San Bernardino	San Bernardino	California
	Special Agent	X	
	U. S. Department of Justice		Federal Bureau of Investigation

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

July 19, 1943	Cleveland, Ohio	3828.32
2	10	2 10.

F. B. I.	Washington, D. C.	8/4/41 7/18/43	Conf. Index & Files Analyst	\$1620
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San Bernardino H. Sch. San Bernardino, Calif. '33 1936 Diploma
 San Bernardino Jr. Coll. San Bernardino, Calif. '39-'41
 Washington Coll. of Law Washington, D. C. (40 Hours)

See attachment - Over six months

1-A	LB	2-B	8/43	LB	2/1/44
2-B	8/41 LB	3/8/42	2-B	2/44	LB 7/14/44
2-B	3/42 LB	9/30/42			
2-A	9/42 LB	3/23/42			
2-B	6/43 LB	7/15/43			

XEROX
 FEB 23 1984

June 7, 1943

See attachment

See attachment

See attachment

Approximately

4500

225

85

None

See attachment

See attachment

Clyde A. Tolson
XXXXXX

XXXXXX

June 17, 1944

SPECIAL AGENTS

This position has been designated as a key position by the Review Committee of the War Manpower Commission.

The Federal Bureau of Investigation has been designated as the sole civilian government investigative agency having jurisdiction over the investigation of matters pertaining to national defense such as espionage, sabotage, registration of agents of foreign principals, sedition, treason, and the like, and further, the Federal Bureau of Investigation has sole investigative jurisdiction in a great number of other Federal statutes which embrace bank robbery, kidnaping, extortion, white slave traffic, National Motor Vehicle Theft Act, and numerous others. The investigative work in connection with the above violations is performed by the Special Agent personnel of this Bureau, who are recruited from applicants between the ages of twenty-five and forty. They must be graduates of a law school or an accounting school with the necessary accounting experience, or graduates of a university with extensive investigative experience, or with linguistic qualifications, or have basic educational training and possess satisfactory prior law enforcement experience which will enable them to satisfactorily perform the duties imposed upon them. For certain of the scientific investigative work, Special Agents are secured who primarily are qualified in the sciences, such as ballistics, chemical analysis, spectography, cryptography, mineralogy, metallography, toxicology, and other like sciences. Applicants for appointment to the position of Special Agent must meet the physical standards and requirements for this position, which are exceedingly high. They must have vision of no less than 20/40 in one eye, 20/50 uncorrected, both eyes to be corrected to 20/20. They must have no color deficiency whatever.

Special Agents of the Federal Bureau of Investigation undergo a rigorous training program. All newly appointed Special Agents in the Federal Bureau of Investigation attend training classes for a period of sixteen weeks; the hours of training are from 9:00 a.m. to 9:00 p.m. daily, which course of study is equivalent to two full years of college study. During this period of training, they are thoroughly instructed in the basic rules and regulations and jurisdictions of the Federal Bureau of Investigation. They must satisfactorily pass numerous written examinations during their period of training. If a trainee fails to pass any of these examinations, he is dropped from the school.

The duties of a Special Agent of the Federal Bureau of Investigation are most arduous. They must be available at a moment's notice to go to any part of the United States or to any assignment outside the United States. The hours of duty for these employees are such that they must be in excellent physical health. The average work week for a Special Agent of the Federal Bureau of Investigation is no less than seventy hours. The work of a Special Agent, regardless of his particular qualification, is such that he cannot lead a sedentary or well regulated life. Due to the small number of Special Agents of the Federal Bureau of Investigation presently handling the work under the jurisdiction of the Federal Bureau of Investigation within and without the continental United States, it is necessary that the entire staff be highly mobile.

XEROX

Special Agents are required to be able to conduct investigations in more than 100 types of cases, including espionage, sabotage, subversive activities, frauds against the government, kidnaping, extortion, bank robbery, White Slave

FEB 23 1984

Traffic Act, etc. They are trained in and required to maintain constant skill in the use of highly technical equipment, technical processes, such as those necessary for the development of latent fingerprints, concealed or obliterated numbers upon firearms, to understand the use of code messages, to conduct physical surveillances of subjects of espionage and similar cases, sometimes for periods of many months, and when necessary, to assume a necessary character to enable them to fit in an undercover capacity into the activities and operations of groups such as foreign agents, who are engaged in thwarting the war effort.

The arduousness and importance of the work of Special Agents of the Federal Bureau of Investigation was readily recognized by the military and naval leaders. The Chief of the Bureau of Navigation, for the Secretary of the Navy, requested Special Agent employees of the Federal Bureau of Investigation to submit their resignations from reserve commissions held by them in the naval services because it had been determined that those Special Agents could better serve their country in their present assignments than if they were to be called into active naval service. The Secretary of War, in 1942, addressed personal communications to 168 Special Agents of the Federal Bureau of Investigation who at that time held reserve commissions in the Army. The Secretary of War at that time advised the Special Agent that their employment in the FBI is of such vital importance to the national defense as to necessitate their remaining at their posts of duty despite the fact that they held reserve commissions in the United States Army, and the request was made that these Agents, through the proper channels, submit their resignations from their commissions.

General Lewis B. Hershey of the Selective Service System pointed out in his Directive to all Local Boards of December 29, 1941, that Special Agent positions of the FBI were most important and essential to the national health, safety, and interests, and that the national defense functions of the FBI should not be impaired by the removal of trained personnel from critical positions in the Bureau.

The position of Special Agent has always been considered the most critical of all positions in the FBI, since, with the tremendous bulk of work placed upon us due to the war emergency, it is essential that a trained qualified staff be available for the handling of this work. If the Federal Bureau of Investigation cannot continue to retain its personnel in this critical position, aid and comfort would most certainly be given to the enemy and others whose interests are inimical to the best interests of the country today.

I, J. Edgar Hoover, do solemnly swear (or affirm) that I am the Director of the Federal Bureau of Investigation and that the foregoing statements are true to the best of my knowledge and belief.

Subscribed and sworn to before me this 17th day of June 1944

Notary Public

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, CLEVELAND

SUBJECT: Special Agent LEROY B. SKOUSEN

DATE: July 3, 1944

HBF:EIM

Keefe

This is to advise that Special Agent

LEROY B. SKOUSEN and Helen Louise McCarty,

of Pittsburg, Pennsylvania, were married at

7:00 P. M., June 16, 1944, in St. George

Temple, St. George, Utah.

1 ENCL E
det in Jackson office
7/10/44

file on
listed
had
hit typed
7-12-44
JB

Op. 5

67-208438-73

Searched.....	Recorded.....
Indexed.....
Numbered.....
1 JUL 7	1944
FILE	RECEIVED

Index Jones

J.I.
Washington, D.C.
J.E. Hoover

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 151 91
San Bernardino County 071

JUN 28 1944 151

490 Court Street,
San Bernardino, California

(Local Board Date Stamp With Code)

June 28, 1944
(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy Bentley Skousen
(First name) (Middle name) (Last name)
Order No. 2157 has been classified in Class 67-2157-420-74
until December 21, 1944.
(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

59

DSS Form 59
(Revised 12-10-43)

(See other side)

(Signature of clerk of local board)

16-37588-2

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

(1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.

(2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

JB
67-208438-73
typed 7/12/44.

Mr. Leroy P. Skousen
Federal Bureau of Investigation
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

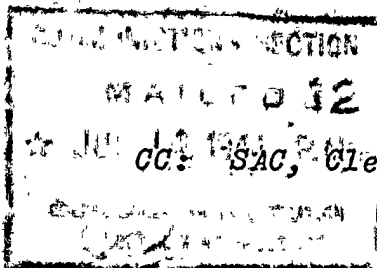
I have just learned
of your recent marriage, and
I want to convey through you
to Mrs. Skousen my very best
wishes and to you my sincere
congratulations.

I do hope that you
have a future together that
is filled with prosperity and
an abundance of happiness.

Sincerely,

[Signature]

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



JUL 13 12 22 PM '44
RECEIVED READING ROOM
U.S. DEPT. OF JUSTICE

67-208438

JUL 15 1944

[Handwritten signature]

7-19-43

LEROY B. SKOUSEN
Special Agent
Special Efficiency Rating

Submitted herewith is a special efficiency rating on the above-named agent in response to request contained in Bureau teletype of September 17, 1944.

*ad
B.B.
run*

This agent dresses conservatively, presents a good appearance and has a pleasant, open personality. He is sincere, loyal and very conscientious and is thoroughly aggressive and forceful. He has exhibited initiative and resourcefulness and interest in his work of which he has increased the volume to above average. He accepts criticism and suggestion in the proper spirit and is always ready for after-hour assignments.

Agent SKOUSEN drives and rough drafts capably but has no knowledge of shorthand. His firearms scores are above average for his experience and I believe him capable of handling dangerous assignments. He has operated acceptably upon several physical surveillances and although he has had no opportunity to testify in this division he was considered a capable witness by the U. S. Commissioner at Pittsburgh. He handles contacts capably and in conjunction with another agent has developed a very good informant in Communist activities.

This agent willingly assumes responsibility and discharges his duties with average supervision. As a dictator, he is considered good but should be more careful in his preparation. His reports are well organized and logical and he has reduced the volume of error to below average.

Thus far I have observed no supervisory ability on the part of this agent and he has been afforded no experience in supervisory work.

Agent SKOUSEN's performance for one of his experience and in his present grade I consider to be very good.

I have read this rating

L. B. S.

586-208438-75
48-17
H. B. Fletcher
H. B. Fletcher
Special Agent in Charge

HBF:MC
9-19-44

XEROX
FEB 23 1984

M. J. [unclear]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of September 19, 1944 based on performance during period from May 9, 1944 to September 19, 1944

LEROY B. SKOUSEN
(Name of employee)

Special Agent CAF 9
(Title of position, service, and grade)

Federal Bureau of Investigation, Cleveland, Ohio
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input checked="" type="checkbox"/>
---	---	---

- _____ (1) Maintenance of equipment, tools, instruments.
- _____ (2) Mechanical skill.
- _____ (3) Skill in the application of techniques and procedures.
- _____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- _____ (5) Attention to broad phases of assignments.
- _____ (6) Attention to pertinent detail.
- _____ (7) Accuracy of operations.
- _____ (8) Accuracy of final results.
- _____ (9) Accuracy of judgments or decisions.
- _____ (10) Effectiveness in presenting ideas or facts.
- _____ (11) Industry.
- _____ (12) Rate of progress on or completion of assignments.
- _____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
- _____ (14) Ability to organize his work.
- _____ (15) Effectiveness in meeting and dealing with others.
- _____ (16) Cooperativeness.
- _____ (17) Initiative.
- _____ (18) Resourcefulness.
- _____ (19) Dependability.
- _____ (20) Physical fitness for the work.

- _____ (21) Effectiveness in planning broad programs.
- _____ (22) Effectiveness in adapting the work program to broader, or related programs.
- _____ (23) Effectiveness in devising procedures.
- _____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- _____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- _____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- _____ (27) Effectiveness in promoting high working morale.
- _____ (28) Effectiveness in determining space, personnel, and equipment needs.
- _____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- _____ (30) Ability to make decisions.
- _____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- _____ (A) _____
- _____ (B) _____
- _____ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks.....	Adjective rating Excellent	Rating official <u>VERY GOOD</u> <i>P.B.S.</i>
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	Reviewing official _____
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by *A. B. Fletcher* Special Agent in Charge September 19, 1944
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

SEP 28 1944

FBI WASH DC

9-28-44

8-11 PM

RMS

SAC CLEVELAND

VEST....

THE FOLLOWING AGENTS, [REDACTED] AND LEROY B. SKOUSEN, ^{b6}_{b7C}

HAVE NOT CONTRIBUTED TO THE AGENTS INSURANCE FUND. PLEASE

ADVISE IMMEDIATELY BY LETTER.

HOOV 3 OCT 4 1944

ACK AND HOLD PLS

OK FBI CV JD

XEROX
FEB 23 1984

(E)

COPY (MB)

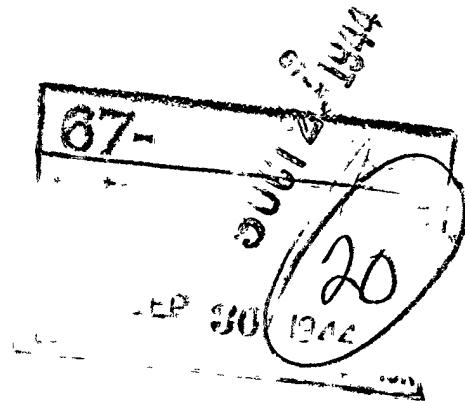
OFFICE MEMORANDUM * UNITED STATES GOVERNMENT

JSR:djb

DATE: Sept. 11.1944

TO : MR. CLEGG
FROM : J. S. ROGERS
SUBJECT: SPECIAL AGENT LEROY B. SKOUSEN
In-Service Class #70
Suggestion

Special Agent Leroy B. Skousen commented on the great value of In-Service Training to Agents. He made the suggestion that Agents be brought back for In-Service Training once a year instead of each eighteen months.



XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

LAH:djb

TO : CLYDE A. TOLSON

DATE: September 16, 1944

FROM : H. H. CLEGG ✓

SUBJECT:

SPECIAL AGENT LEROY B. SKOUSEN
IN-SERVICE TRAINING COURSE

FROM 8/28/44 TO 9/9/44

EOD - 7/19/43

GRADE - CAF - 9

SALARY - \$3200

ASSIGNED TO - Cleveland

PHYSICAL EXAMINATION AFFORDED: No.

GRADES ATTAINED:

NOTEBOOK	-	Good
WRITTEN EXAMINATION	-	100

HIP SHOOTING	-	96
PRACTICAL PISTOL COURSE	-	99
SHOTGUN	-	100
.30 RIFLE	-	92
MACHINE GUN	-	85
GENERAL FIREARMS ABILITY	-	Good

TECHNICAL EQUIPMENT QUALIFICATIONS:

ExcellentPUBLIC SPEAKING AND TESTIFYING IN COURT
(Based on 5-minute speech and interrogations.)APPEARANCE: Very GoodDELIVERY: ExcellentSUBJECT MATTER: Excellent

APPRAISAL OF QUALIFICATIONS:

A. Bureau Speaker

1. Fully qualified XX2. Potential ability 3. Not qualified

B. Police Instructor

1. Fully qualified 2. Potential ability XX3. Not qualified

C. Ability under cross examination

Excellent

REMARKS:

Gave good diversion of surveillances.Handled sharp questioning in an excellent manner.

AUDITOR:

Mr. N. H. McCabe

REMARKS: Interviewing official - Mr. J. S. Rogers

Skousen has been with the Bureau for three years and has been an Agent for just a little over a year. He makes a very good appearance, has an above average type of personality and is intelligent. This Agent is extremely enthusiastic and conscientious. There is no question whatsoever as to his loyalty to the Bureau. He is desirous of becoming an excellent Agent. He has made a good start according to the reports and as he gains more maturity and experience he will continue to improve.

He felt that the In-Service course was of great benefit to him and made one suggestion along this line which is being made the subject of a separate memorandum. He may have some latent supervisory ability.

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Mohr _____
 Mr. Carson _____
 Mr. Hendon _____
 Mr. Mumford _____
 Mr. Jones _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

FEB 23 1984

JWM/mht DEFERRED

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC-150

SEPTEMBER 16, 1944

To: COMMUNICATIONS SECTION.

Transmit the following message to SAC, CLEVELAND

SUBMIT SPICIAL EFFICIENCY REPORT IMMEDIATELY ON SA LB SKOUSEN.

HOOVER

12

mht

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

X
FEB 23 1944

SEP 19 1944

SENT VIA

8:14 AM

Per

DAH:CL

September 14, 1944

~~CONFIDENTIAL~~

LAC, Cleveland

RE: LEROY B. SKOUSEN
SPECIAL AGENT

Dear Sir:

The above-named Special Agent attended an In-Service training course at the Seat of Government from August 28 to September 9, 1944.

He attained the following grades:

Notebook	
Written Examination	Good
Technical Equipment Qualifications	100
	Excellent
Hip Shooting	
Practical Pistol Course	96
Shotgun	99
.30 Rifle	100
Machine Gun	92
	85

The firearms grades should be entered on the individual field firearms training record card.

Very truly yours,

XEROA
FEB 23 1984

John Edgar Hoover
Director

cc: Leroy B. Skousen
Cleveland

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : *[Signature]* H. B. Fletcher, SAC Cleveland

DATE: October 2, 1944-

HGM:MC

SUBJECT: AGENTS INSURANCE FUND

Re: Leroy B. Skousen

Reference is made to Bureau teletype dated September 28, 1944 advising that Special Agents and LEROY B. SKOUSEN have not contributed to the Agents Insurance Fund.

b6
b7C

This is to inform that I have talked with Agent who advised that he was forwarding his payment by letter immediately, requesting that he be reinstated.

Agent SKOUSEN advised he did not submit his contribution inasmuch as he has taken out commercial insurance through his father, who recently became an insurance agent. Agent SKOUSEN advised that in view of this fact he did not believe he needed the additional protection afforded by participation in the Agents Insurance Fund.

*Noted
mhb*

XEROX
FEB 23 1984

30 OCT 20 1944

67-208438-76	
dated	
23	27
4 OCT 10 1944	<i>File</i>
FEDERAL	<i>Wig</i>
	<i>mhb</i>

Office Memorandum • UNITED STATES GOVERNMENT

JVM:bbs

TO : W. R. Glavin

FROM : J. P. Mohr

SUBJECT: Leroy B. Skousen
Special Agent, Cleveland

DATE: October 20, 1944

Mr. Tolson	_____
Mr. E. A. Tamm	_____
Mr. Clegg	_____
Mr. Coffey	_____
Mr. Glavin	_____
Mr. Ladd	_____
Mr. Nichols	_____
Mr. Rosen	_____
Mr. Tracy	_____
Mr. Mohr	_____
Mr. Carson	_____
Mr. Hendon	_____
Mr. Mumford	_____
Mr. Jones	_____
Mr. Quinn Tamm	_____
Tele. Room	_____
Mr. Nease	_____
Miss Beahm	_____
Miss Gandy	_____

This employee entered on duty as a Clerk on 8-4-41 and as a Special Agent on 7-19-43. He is now being considered for reallocation to CAF-10 at \$3500 per annum. He was rated VERY GOOD on 9-19-44. A permanent brief of his file is attached.

RECOMMENDATION: It is recommended that he be passed over at this time and re-considered on 1-1-45.

67-208438-77

Recorded.....

*Noted 10-26-44
JVM/pu*

*8/1/45
107-301*

80
OCT 26 1944
TIGATION

XEROX

FEB 23 1984

ALDOX LITTELL CRUSON

ASSIGNED TO: CLEVELAND, OHIO

2157

27 (September 27, 1978)

151

San Bernardino

San Bernardino

California

Occupation: Mr. Cruson is a Special Agent of the Federal Bureau of Investigation and holds a key position within the meaning of Executive Order 9839.

It is requested that the above-named registrant, who is employed by an agency in or under the Federal Government, be classified in Class II-A or Class II-B by reason of the fact that he is "necessary to and regularly engaged in" an activity in support of the national health, safety or interest, or an activity in war production and is between the ages of 26 and 29, inclusive. Form 42 (Sup.) giving complete details concerning the registrant and his occupation is attached.

Agency Stamp:

11-27-78

J. Edgar Hoover

XEROX
FEB 23 1984

3 DEC 4 1978
208428-78

NOV 27 5 40 PM '78
FEB 23 1984

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Coffey
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Mohr
- Mr. Carson
- Mr. Hendon
- Mr. Mumford
- Mr. Jones
- Mr. Quinn Tamm
- Mr. Nease
- Miss Gandy

hah

XEROX
FEB 23 1984

Notary Public

CO: Review Committee, War Manpower Commission
CAC-Cleveland

11-27-44

	LEROY	BENTLEY	SKOUSEN
	2157	September	27 1917 27
151	San Bernardino	San Bernardino	California
	Special Agent		X
	U.S. Department of Justice		Federal Bureau of Investigation

See attachment. Mr. Skousen is an investigatory agent charged with the duty of investigating violations of the laws of the United States, collecting evidence in cases in which the United States is or may be a party in interest, and performing other duties imposed upon him by law.

July 19, 1943	Cleveland, Ohio	3828.32
3	4	3 4

F.B.I.	Washington, D. C.	8-4-41 7-18-43	Conf. Index & Files Analyst	\$1620
--------	-------------------	----------------	-----------------------------	--------

San Bernardino H.S.	San Bernardino, Cal.	1933 1936	Diploma
San Bernardino Jr. Col.	San Bernardino, Cal.	1939-41	
Washington Col. of Law	Washington, D. C.	(40 hours)	

See attachment-over six months

1-A		LB	2-B	8-43	LB	2-1-44
2-B	8-41	LB	2-B	2-44	LB	7-14-44
2-B	3-42	LB	2-B	6-44	LB	12-21-44
2-A	9-42	LB				
2-B	6-43	LB				

XEROX
FEB 23 1984

June 7, 1943

See attachment

See attachment

See attachment

Approximately

4500

225

85

none

See attachment

See attachment

Clyde A. Tolson

~~XXXXXXXX~~

~~XXXXXXXX~~

November 27, 1944

----- KIRCK
FEB 28 1984

HBF:MC

Cleveland, Ohio
November 17, 1944

MEMORANDUM FILE:

Re: LEROY B. SKOUSEN
Special Agent

This is to record that on November 10, 1944 the above-named agent was afforded moot court training. He is not tense and was very well prepared. In manner he reflects that he is mentally alert. He is most responsive to the questions and had his facts well prepared. He qualified himself in an above-average manner.

67-NOT RECORDED-1

REMOVED FROM FIELD
PERSONNEL FILE

32 AUG 19 1954

H. B. Fletcher
SAC

XEROX

FEB 23 1984

Federal Bureau of Investigation U. S. DEPT. OF JUSTICE	
NOV 29 1944	
CLEVELAND FIELD OFFICE	
ROUTED TO	<i>[Signature]</i>

~~67-3163-16~~

me



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO .

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund subsequent to August 31, 1944, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary:

Name Mrs. Helen M. Skousen Address Same as Agent
Relationship wife Dated 11-7-44

Very truly yours,

XEROX

FEB 23 1984

Leroy B. Skousen
Special Agent

67-NOV-10-1944
RECORDED 3

27 Files
WRG:REL

EOD 7-19-43

LEROY B. SKOUSEN
Special Agent
Special Efficiency Rating

There is respectfully submitted herewith a special efficiency rating on the above-named agent in response to the request contained in Bureau teletype of January 20, 1945.

Agent SKOUSEN presents a good personal appearance, has a friendly, pleasant personality, dresses properly and is neat and courteous. His approach is good and he reflects proper initiative and forcefulness. He is personally self-confident, is rated very good in dictation and his work is well organized. He dictates at a moderate rate of speed and the only criticism noted is that occasionally his rate of speed is uneven.

This agent is a qualified automobile driver and can operate a typewriter sufficiently well for rough draft purposes. He has testified in moot court in a manner definitely indicating that he should and would make a proper witness. His firearms ability is above average for one of his experience. He is regarded as available for assignments of a dangerous character under proper supervision.

This agent has participated on several physical surveillances and has handled this type of assignment in a satisfactory manner. He should have no difficulty making contacts, having in mind his proper approach. He is inclined generally to organize and initiate inquiries on his own responsibility with an average amount of supervision. His volume is regarded above average. His principal difficulty is with reporting. Though his reports are generally regarded good, they normally contain an above-average number of grammatical errors and errors as to form. They are regarded very good as to substance and reflect proper inquiry and complete, thorough investigations.

In connection with his present assignments dealing with Security Matters - C, this agent has developed a valuable informant and is handling this informant properly.

This agent is rated Very Good; he will be rated better when his report writing has been improved.

I have read this rating

F.B. S

HBF:MC
1-27-45

XEROX
FEB 23 1984

RECORDED
B-4-1545

67-208438-79

H. B. Fletcher

Special Agent in Charge

1 JAN 1945 19

Cms. for recall to
COG 10-822 1/6/45

[Signature]

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of January 27, 1945 based on performance during period from Sept. 19, 1944 to January 27, 1945

LEROY B. SKOUSEN
(Name of employee)

Special Agent CAF 9
(Title of position, service, and grade)

Federal Bureau of Investigation, Cleveland, Ohio
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate — if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
	2. Underline the elements which are especially important in the position.	
	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	

- _____ (1) Maintenance of equipment, tools, instruments.
- _____ (2) Mechanical skill.
- _____ (3) Skill in the application of techniques and procedures.
- _____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- _____ (5) Attention to broad phases of assignments.
- _____ (6) Attention to pertinent detail.
- _____ (7) Accuracy of operations.
- _____ (8) Accuracy of final results.
- _____ (9) Accuracy of judgments or decisions.
- _____ (10) Effectiveness in presenting ideas or facts.
- _____ (11) Industry.
- _____ (12) Rate of progress on or completion of assignments.
- _____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
- _____ (14) Ability to organize his work.
- _____ (15) Effectiveness in meeting and dealing with others.
- _____ (16) Cooperativeness.
- _____ (17) Initiative.
- _____ (18) Resourcefulness.
- _____ (19) Dependability.
- _____ (20) Physical fitness for the work.

- _____ (21) Effectiveness in planning broad programs.
- _____ (22) Effectiveness in adapting the work program to broader or related programs.
- _____ (23) Effectiveness in devising procedures.
- _____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- _____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- _____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- _____ (27) Effectiveness in promoting high working morale.
- _____ (28) Effectiveness in determining space, personnel, and equipment needs.
- _____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- _____ (30) Ability to make decisions.
- _____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- _____ (A) _____
- _____ (B) _____
- _____ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent	Rating official: <u>VERY GOOD</u> <i>P.D. 5</i> Reviewing official: _____
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by W. B. Fitcher Special Agent in Charge January 27, 1945
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

FEDERAL BUREAU OF INVESTIGATION

Checked by: *[Signature]*
Filed by: *[Signature]*

Mr.
Miss
Mrs.

Date

Mr. Henry D. Gibson

February 12, 1945

New appointment ☐

Transfer ☐

Promotion ☒

Separation ☐

PRESENT STATUS

1. Title:

Special Agent

2. Grade:

GS-9

3. Salary:

\$3200 per annum

4. Seat of Government:

Field:

☐
☐
☒

5. Division:

6. Appropriation:

*"Salaries and Expenses, FBI"
(National Defense)*

PROPOSED ACTION

7. Title:

Special Agent

8. Grade:

GS-10

9. Salary:

\$3500 per annum

10. Seat of Government:

Field:

☐
☐
☒

11. Division:

12. Appropriation:

*"Salaries and Expenses, FBI"
(National Defense)*

13. Effective:

February 16, 1945

14. Position:

Additional: ☐

Vice: ☐

Identical: ☒

*Christopher J. Moran,
Transferred, December 16,
1943*

15. Remarks:

Respectfully submitted,

cc-CCO, SELECTIVE SERVICE

73 FEB 14 1945
Director, Federal Bureau of Investigation

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

XEROX
FEB 23 1984

JER:bbs
DEFERREDFEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

To: COMMUNICATIONS SECTION.

Transmit the following message to:

JANUARY 20, 1945

b6
b7C

SAC, CLEVELAND

SUBMIT SPECIAL EFFICIENCY REPORTS IMMEDIATELY ON SAS [] AND LB SKOUSEN.

HOOVER

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Acers _____
Mr. Carson _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Starke _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

bbs

DUPLICATE YELLOW
TRANSMITTED

SENT VIA _____

M

Per _____

45
JAN 23 1945

Office Memorandum • UNITED STATES GOVERNMENT

JEE:MW

TO : Mr. Glavin

DATE: 2/6/45

FROM : J. P. Mohr

SUBJECT: LEROY B. SKOUSEN
Special Agent
Cleveland Field Division

RE: REALLOCATION

Agent Skousen entered on duty 8/4/41 as a Clerk, was appointed an Agent on 7/19/43, is in CAF-9, \$3200 and is now being considered for reallocation to CAF-10, \$3500 per annum.

Efficiency report submitted 1/27/45 - VERY GOOD.

A permanent brief of his file is attached.

RECOMMENDATION: That he be reallocated to Grade CAF-10, \$3500 per annum.

XEROX

FEB 23 1984

JPM

Handwritten: JPM
Handwritten: 2-12-45
Handwritten: wshk

Handwritten: Please file to Dept
 letter to employer
 2-12-45
 wshk

Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Hendon
Mr. Mumford
Mr. Jones
Mr. Quinn Tamm
Mr. Nease

February 12, 1945

R. Leroy S. Skousen
Federal Bureau of Investigation
United States Department of Justice
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

I am indeed pleased to advise you that you are being recommended for promotion from the position of Special Agent, \$3200 per annum in Grade G-9, to the position of Special Agent, \$3300 per annum in Grade G-10, effective February 16, 1945.

Sincerely yours,

John Edgar Hoover
Director

cc- SAC, Cleveland
SAC, Selective Service

208438-81

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Mohr _____
Mr. Carson _____
Mr. Hendon _____
Mr. Mumford _____
Mr. Jones _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

RECORDED
FEB 28 1945

March 20, 1945

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

RE: LEROY BENTLEY SKOUSEN
Order Number 2157

Gentlemen:

There is enclosed herewith for the consideration of your Board, properly certified D.S.S. Form 42-A (Special-Revised), in triplicate, covering the Agency Committee's request for occupational deferment of the above-named registrant.

This revised form, properly certified, is necessary under Local Board Memorandum Number 115-F, as amended February 21, 1945, and it will be appreciated if consideration can be given this request for deferment, by the members of your Board.

An appropriate copy of this form is being forwarded to the State Director covering the principal place of employment of this registrant in conformance with existing regulations.

Sincerely yours,

John Edgar Hoover
Director

Enclosure
CC: SAC, Cleveland

XEROX
FEB 23 1984

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
MAILED 13
MAR 26 1945 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Federal Bureau of Investigation U. S. Department of Justice

900 United Building

Cleveland

his

on attachment

LeRoy Bentley Skousen
LEFT REPORT 1943

2187

September 27, 1943

103

San Bernardino

San Bernardino

California

partial report

on attachment

August 4, 1943

July 19, 1943

LeRoy
Skousen

641-2, 12

60-70

Left from back of house

Federal Bureau of Investigation Washington, D.C.
Conf. Index and Files Output

attended:

San Bernardino High School
San Bernardino Jr. College
Washington College of Law

San Bernardino, California
San Bernardino, California
Washington, D.C.

2

✓ FX

SELECTIVE SERVICE SYSTEM

Bureau Budget No. 33-R058.3.
Approval expires Oct. 31, 1945.

AFFIDAVIT—OCCUPATIONAL CLASSIFICATION (Special—Revised)

(Submit in triplicate, plus any additional copies specified by certifying agency)

Name of company Federal Bureau of Investigation U. S. Department of Justice

(Corporation, partnership, individual—if self-employed, so state)

Address at which
registrant is employed 900 Standard Building

(Location of plant, office, or division where registrant works)

Cleveland

(City)

Ohio

(State)

Description of the activities of this establishment see attachment

Social Security Industrial Code _____

(If not known, call local U. S. E. S. office)

Name of registrant LESLY BOWLEY BROWNSelective Service Order No. 2157 Date of birth September 27, 1917Local Board 151 San Bernardino San Bernardino California
(Number) (County) (City) (State)Title of present job Special Agent

(State whether journeyman, apprentice, helper, certificated, licensed, professional engineer, etc.)

Describe duties actually performed see attachment

(Be specific—include name of machine or machine tool, process, materials, etc.)

Date employed August 4, 1941 Date entered present job July 19, 1943Average weekly rate of pay \$41.00 Average hours worked per week 43-50
Annual paid work week 43 hoursPrior work experience Federal Bureau of Investigation Washington, D.C.
Conf. Index and Files AnalystEducational background Attended:
San Bernardino High School San Bernardino, California
San Bernardino Jr. College San Bernardino, California
Washington College of Law Washington, D.C.

(Fill out if necessary to establish employee's qualifications for a particular job)

J. Edgar Hoover
(Name)

March 10, 1945
(Date)

J. Edgar Hoover
(Official position)

Employer: Leave this section blank. Certifying Agency: Complete this section only if request is certified.

CERTIFYING AGENCY

REVIEW COMMITTEE ON DEFERMENT OF GOVERNMENT EMPLOYEES 12

(Name of agency authorized to certify) APPROVED (Agency code No.)
certified on MAR 17 1945 for a period of 6 Months
(Date) (Not to exceed 6 months)

AUTHORIZED
Authorized Government Request Stamp must be entered
here for Federal Government Employees only
GOVERNMENT REQUEST
U. S. DEPARTMENT OF JUSTICE
F.B.I. REGIONAL AGENCY COMMITTEE
U. S. DEPARTMENT OF JUSTICE BUILDING
WASHINGTON, D. C.
Date Clyde A. Tolson, Chairman

REVIEW COMMITTEE ON DEFERMENT
OF GOVERNMENT EMPLOYEES
EDGAR F. PURYEAR, CHAIRMAN

LOCAL BOARD REPORT TO
DIRECTOR OF SELECTIVE SERVICE

(LOCAL BOARD DATE STAMP WITH CODE)

This registrant has been classified in

Class _____ until _____

(Member or clerk of local board)

DUPLICATE

DEPARTMENT OF JUSTICE

WASHINGTON, D. C.

Name: **MR. LEROY B. SKOUSEN**

Date: **February 12, 1945**

You are advised of the following action concerning your employment in the Department of Justice:

Nature of Action: **PROMOTION**

Effective: **February 16, 1945**

	FROM	TO
POSITION	Special Agent	Special Agent
GRADE SALARY	CAF 9 \$3200	CAF 10 \$3500
BUREAU OR DIVISION		
HEADQUARTERS		
APPROPRIATION	S&E, FBI, NATL. DEF.	S&E, FBI, NATL. DEF.
DEPARTMENTAL OR FIELD	Field	Field

REMARKS:

New appointees must take oath of office, enter on duty and execute necessary appointment papers before any payment of salary can be made.

By direction of the Attorney General.

XEROX
FEB 23 1984

JOHN A. CANNON

DEPARTMENT OF JUSTICE
WASHINGTON, D. C.

BI35018

Name: **MR. LEROY B. GROSSER**

Date: **February 12, 1945**

No.

CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

Nature of Action: **PROMOTION**

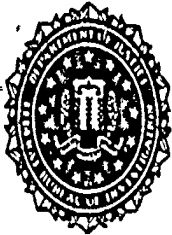
Effective: **February 16, 1945**

	FROM	TO	NATURE OF POSITION
POSITION	Special Agent	Special Agent	(a) NEW
GRADE	CAP 9	CAP 10	P. C. No.
SALARY	\$3200	\$3500	(b) ADDTNL. IDENT.
BUREAU OR DIVISION			P. C. No.
HEADQUARTERS			(c) VICE Christopher J. Moran
APPROPRIATION	CAS, FBI, NATL. DEF.	CAS, FBI, NATL. DEF.	P. C. No.
DEPARTMENTAL OR FIELD	Field	Field	DATE OF OATH

REMARKS:

1945

JOHN O. CANNON



Federal Bureau of Investigation
United States Department of Justice



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 10, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Mrs. Helen Skonsen Address 14314 Woodworth Ave.
Relationship Wife Dated 2-12-45 Cleveland Ohio

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Helen Skonsen Address 14314 Woodworth Ave.
Relationship Wife Dated 2-12-45

XEROX

FEB 23 1984

Very truly yours,

Special Agent

ack
2-10-45
mfb
Late

because of annual lease

file
wrong
Red
Helen Skonsen

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 151	91
San Bernardino County	071
FEB 24 1945 151	
490 Court Street, San Bernardino, California	

(Local Board Date Stamp With Code)

February 24, 1945

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy

(First name)

Bentley

(Middle name)

Skousen

(Last name)

Order No. 2157 has been classified in Class II-B

until May 27, 1945

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

(Signature of clerk of local board)

16-37583-2

RECORDED
APR 6 1945

67-208438-83

XEROX
FEB 23 1984

Hazel G. Moore

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

(1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.

(2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 151	91
San Bernardino County	0:1
151	151
490 Court St.	
San Bernardino, California	

(Local Board Data Stamp With Code)

April 6, 1945

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy

(First name)

Bentley

(Middle name)

Skousen

(Last name)

Order No. 2157

has been classified in Class

11-B

until September 17

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of to).

☐ President.

DSS Form 59
(Revised 12-10-43)

(See other side)

(Member or clerk of local board)

16-51088-2

Appeal Procedure

Any person entitled to do so may take an appeal to the board of appeal within 10 days after the above date of mailing of Notice of Classification to registrant in either of the following ways:

- (1) By filing with the local board a written notice of appeal. Such notice need not be in any particular form but must state the name of the registrant and the name and identity of the person appealing so as to show the right of appeal.
- (2) By signing the "Appeal to Board of Appeal" on the Selective Service Questionnaire (Form 40).

The person appealing may attach to his notice of appeal or to the Selective Service Questionnaire (Form 40) a statement specifying the respects in which he believes the local board erred, may direct attention to any information in the registrant's file which he believes the local board has failed to consider or give sufficient weight, and may set out in full any information which was offered to the local board and which the local board failed or refused to include in the registrant's file.

Appeal to the President from classification by the board of appeal may be taken at any time within 10 days after the date of mailing of notice to registrant, provided the registrant was classified by the board of appeal in either Class I-A, Class I-A-O, or Class IV-E and one or more members of the board of appeal dissented from such classification. Otherwise, the decision of the board of appeal is final except when an appeal is taken to the President either by the State Director of Selective Service or the Director of Selective Service on the ground that he deems it to be in the national interest or necessary to avoid an injustice.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Cleveland

SUBJECT: LEROY B. SKOUSEN
Special Agent

DATE: August 6, 1945

HTO:MC

This is to advise that a six pound, nine ounce boy, [redacted]
[redacted] was born to Special Agent and Mrs. LEROY B. SKOUSEN
at 6:59 AM. [redacted]
[redacted]

b6
b7C

There is attached Employee's Withholding Exemption Certificate in duplicate.

Enclosure

ENCL 11-
8-11-45
Enclo detached
File checked
Listed
Set of Cons
NS 8-14-45
3 AUG 31 1945
RECORDED

67-208438-56
Recorded.
6 AUG 13 1945

XEROX
FEB 23 1984

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. 5887M Leroy W. SkonsenDate Aug. 9 1945

Title

Grade and Salary

Division or Bureau

FBIDepartment ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.

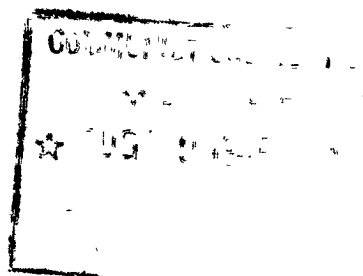
Indefinite []*

Remarks

Deduct 8 hrs. on 8-4-45J. Edgar Hoover***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

XEROX
FEB 23 1984

6. (Bureau)



**Federal Bureau of Investigation
United States Department of Justice**



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 30, 1945, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Helen L. Shousen Address 14314 Woodworth, Clev. Ohio
Relationship Wife Dated July 14, 1945

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Helen L. Shousen Address 14314 Woodworth, Clev. Ohio
Relationship Wife Dated July 14, 1945

Very truly yours, 

Special Agent

XEROX
FEB 23 1984

ack
7-17-45
ji

2-01945
Hills
Reg
Rec

ANNUAL
REPORT OF
EFFICIENCY RATING

Form No. 1
Budget Bureau 10-8012
Approval expires Mar. 30, 1946.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of March 31, 1945 based on performance during period from April 1, 1944 to March 31, 1945

LEROY B. SKOUSEN
(Name of employee)

Special Agent CAF 10
(Title of position, service, and grade)

Federal Bureau of Investigation, Cleveland, Ohio
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning _____ <input type="checkbox"/> All others _____ <input checked="" type="checkbox"/>
---	---	---

- By W. B. Fletcher
- ____ (1) Maintenance of equipment, tools, instruments.
 - ____ (2) Mechanical skill.
 - + (3) Skill in the application of techniques and procedures.
 - + (4) Presentability of work (appropriateness of arrangement and appearance of work).
 - + (5) Attention to broad phases of assignments.
 - + (6) Attention to pertinent detail.
 - + (7) Accuracy of operations.
 - + (8) Accuracy of final results.
 - + (9) Accuracy of judgments or decisions.
 - + (10) Effectiveness in presenting ideas or facts.
 - + (11) Industry.
 - + (12) Rate of progress on or completion of assignments.
 - + (13) Amount of acceptable work produced. (Is mark based on production records? No (Yes or no))
 - + (14) Ability to organize his work.
 - + (15) Effectiveness in meeting and dealing with others.
 - + (16) Cooperativeness.
 - + (17) Initiative.
 - + (18) Resourcefulness.
 - + (19) Dependability.
 - + (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
- ____ (22) Effectiveness in adapting the work program to broader or related programs.
- ____ (23) Effectiveness in devising procedures.
- ____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ____ (27) Effectiveness in promoting high working morale.
- ____ (28) Effectiveness in determining space, personnel, and equipment needs.
- ____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ____ (30) Ability to make decisions.
- ____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- + (A) Ability to direct and lead raids and dangerous assignments.
- ____ (B) _____
- ____ (C) 3.85

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks	Excellent	Rating official <u>VERY GOOD</u> <u>P.B.S.</u>
Plus marks on at least half of the underlined elements, and no minus marks	Very good	Reviewing official _____
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by W. B. Fletcher Special Agent in Charge March 13, 1945
(Signature of rating official) (Title) (Date)

Reviewed by W. B. Fletcher Assistant Director 3-29-45
(Signature of reviewing official) Federal Bureau of Investigation (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

LEROY B. SKOUSEN
Special Agent
Annual Efficiency Rating

Agent SKOUSEN presents a very good appearance, dresses neatly and is polite and courteous at all times. He conducts himself in a businesslike manner and gets along well with the other employees. He has exhibited initiative and resourcefulness in the handling of his assignments and possesses a considerable amount of force and aggressiveness. He is enthusiastic and is interested in advancing in the Bureau's service.

This agent is rated as a very good dictator. He has his work well organized and dictates at a very good, even rate of speed. He is a very good automobile driver and although he has not testified in court, his performance at moot court was such I feel he would make an effective witness. His firearms ability is above average for one of his experience and I consider Agent SKOUSEN available for dangerous assignments under proper supervision. He has operated on several physical surveillances in a very good manner.

2-16-45 enj-10 3500
This agent is a very good typist but has no shorthand ability. He has a good approach and I feel he makes a good impression on persons contacted. He organizes and initiates investigations on his own initiative and readily accepts responsibility. His volume of work is very good. His reports are generally good, however, they contain slightly more than an average number of errors. These errors are grammatical errors and errors as to form. This matter has been brought to Agent SKOUSEN's attention and he is improving in this regard. They are very good as to substance and reflect complete and thorough investigations. He is in very good physical condition.

Agent SKOUSEN has handled cases falling within the following classes: National Defense - 25, 65, 97, 98, 100, 105 and 108; General Investigative - 31, 43, 52, 46, 47, and 66 (Plant Informant and American Legion contacts). In connection with his work on Communist matters, he has developed a valuable informant and is presently handling this informant in a very good manner. This employee has not had an opportunity to exhibit any supervisory ability.

Agent SKOUSEN's performance entitles him to a rating of Very Good in Grade CAF 10.

I have read this rating

Leroy B. Skousen

HBF/MC (3-13-45)

H. B. Fletcher
H. B. Fletcher
Special Agent in Charge

NS

File #67-208438-85

Typed-- August 14, 1945

Mr. Leroy B. Skousen
Federal Bureau of Investigation
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

I wish to take this
occasion to congratulate Mrs.
Skousen and you on the arrival
of your baby son, [REDACTED]

b6
b7c

My sincere hope is
that his life will be filled
with an abundance of good
health and happiness.

Sincerely,

J. Edgar Hoover

CC: SAC, Cleveland

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Coffey _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____

COMMUNICATIONS SECTION

MAILED 3

★ AUG 28 1945 P.M.

FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

RECEIVED
AUG 17 5 08 PM '45

AUG 17 5 08 PM '45

RECEIVED
AUG 21 1945
XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

JSR:MR

TO : MR. CLEGG

DATE: October 11, 1945

FROM : W. S. Rogers

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT (DEPARTURE)

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Mohr	
Mr. Carson	
Mr. Hendon	
Mr. Mumford	
Mr. Jones	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

At approximately 5:45 p.m. October 9, SA Leroy Skousen, who is attending In-Service at Washington, received a telephone call from his wife in Cleveland advising that she and their eight weeks' old child were both ill with influenza.

Skousen stated that his wife had no help and that his presence at Cleveland was necessary in order to take care of her and the baby. He requested permission to depart immediately from Washington. I checked with Mr. Glavin who approved his departure.

Skousen began his In-Service training on October 1, and was in attendance through October 9. He, therefore, lacked three days completing the course.

XEROX
FEB 23 1984

VC

October 26, 1945

67-
Mr. Leroy B. Skousen
Federal Bureau of Investigation
U. S. Department of Justice
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

Your letter of October 17, 1945, setting forth your personal reasons for requesting a transfer to the Los Angeles Office, has been received.

Although it is not possible to effect a transfer for you to Los Angeles, California, I have issued the necessary instructions assigning you to San Diego, California.

I want you to know I appreciate your writing me about this matter and I hope this arrangement will be most beneficial to you and your family.

With kindest personal regards,

Sincerely,

J. Edgar Hoover

CC-Cleveland - (P&C)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JOHN E. LADD

XEROX
FEB 23 1984

OCT 26 3 46 PM '45



Federal Bureau of Investigation
United States Department of Justice

900 Standard Building
Cleveland, Ohio



IN REPLY, PLEASE REFER TO

FILE NO. _____

RBS:kh

October 17, 1945

PERSONAL AND CONFIDENTIAL

Director, FBI

Dear Sir:

My wife and I have a personal problem which I desire to bring to your attention in the hope that some consideration can be given towards a solution.

Last year my wife developed chronic bronchitis through continual colds. This condition, continuing for the past year and a half, has left our home in an undesirable state. We decided to mention nothing concerning this illness, hoping that this coming winter would find us able to cope with this damp cold weather in Cleveland. Our family doctor, Dr. CHARLES H. MILLER, has treated my wife for this condition since our marriage. He recently advised that she be taken to a milder climate as a means of preventing her illness from becoming serious.

Recently, while attending In-Service at the seat of government, I received an emergency call from my wife indicating that she and the baby had influenza. I was permitted to return home immediately for which I am grateful. Upon my arrival home, I found my wife too ill to care for the sick infant and both of them were running a temperature. My wife has now recovered from her influenza but her chronic bronchitis has returned. Dr. MILLER has definitely recommended we follow his previous advice, and wrote out a certificate verifying the same which I am attaching with this letter.

7 NOV 5 - 1945
If it is at all possible, I would like to take my wife to my parents' home in San Bernadino, California. It is a warm dry section situated on the edge of the Mojave Desert. If I could then be transferred to Los Angeles I could be with my wife on weekends since it is approximately 60 miles from my parents' home. This plan would enable my wife to have the best of care and be in a dry climate while I would be able to devote my full attention to my job.

Jnc

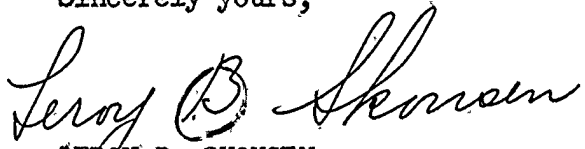
Director, FBI

October 17, 1945

I wish to add that the doctor further recommended that if I continue to be stationed in Cleveland, I take my wife and child to my parents' home in San Bernadino, California and leave them. I would then return to Cleveland by myself. As this would not be very satisfactory I wish to avoid it if at all possible.

Any consideration you can give this request will receive my deepest gratitude.

Sincerely yours,


LEROY B. SKOUSEN
Special Agent

Enclosure

October 23, 1945

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leroy B. Skousen
Federal Bureau of Investigation
900 Standard Building
Cleveland 13, Ohio

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, Quantico, Virginia, on October 5, 1945.

This report reflects that you have no physical defects.

It reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

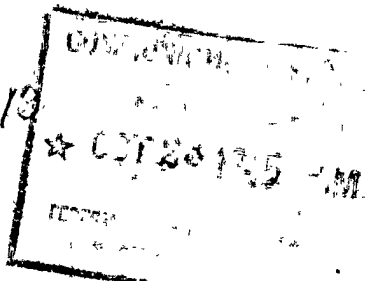
John Edgar Hoover
Director

CC: Mr. Clegg
CC: SAC - Cleveland

Oct 25 1945

13
EX-100

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Coffey
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy



XEROX
FEB 23 1984

Price

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME Leroy B. Skousen AGE 28 YEARS, 3 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: n NUMBER OF CHILDREN 1
FAMILY HISTORY Father & mother living, healthy

HISTORY OF ILLNESS OR INJURY pneumonia, broken lft. arm at 14 yrs. First happened at age of two; sinus trouble due to smoked coal. thoracotomy & drainage at 2 yrs. of age.

HEAD AND FACE

EYES: PUPILS (size, shape, reaction to light and distance, etc.) n

DISTANT VISION: RT. 20/20, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS n

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'

LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15'

DISEASE OR DEFECTS n

NOSE n

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES n

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS

TEETH AND GUMS (disease or anatomical defect): normal

MISSING TEETH 1, 16, 17, 32

NONVITAL TEETH n

PERIAPICAL DISEASE n

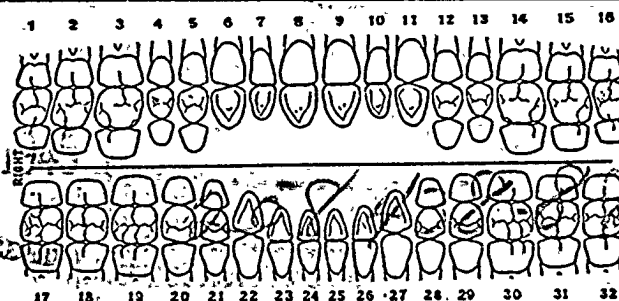
MARKED MALOCCLUSION n

PYORRHEA ALVEOLARIS n

TEETH REPLACED BY BRIDGES n

DENTURES n

REMARKS



G. B. Hayden

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE normal medium

TEMPERATURE CHEST AT EXPIRATION 36 1/2

HEIGHT 69 CHEST AT INSPIRATION 38 1/2

WEIGHT 155 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 31 1/2

RECENT GAIN OR LOSS, AMOUNT AND CAUSE n

SKIN, HAIR, AND GLANDS neg. scar on rt. post portion of back

NECK (abnormalities, thyroid gland, trachea, larynx) n

SPINE AND EXTREMITIES (bones, joints, muscles, feet) n

30

THORAX (size, shape, movement, rib cage, mediastinum) n
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. n

CARDIO-VASCULAR SYSTEM n
HEART (note all signs of cardiac involvement) n

PULSE: BEFORE EXERCISE 70 BLOOD PRESSURE: SYSTOLIC 112
AFTER EXERCISE 84 DIASTOLIC 74
THREE MINUTES AFTER 72
CONDITION OF ARTERIES good CHARACTER OF PULSE strong & reg
CONDITION OF VEINS good HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) n

GENITO-URINARY SYSTEM grossly normal
URINALYSIS: SP. GR. 1.023 ALB. n SUGAR n MICROSCOPICAL n
VENEREAL DISEASE

NERVOUS SYSTEM n
(organic or functional disorders)
ROMBERG n INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL n DEEP (knee, ankle, elbow) n TREMORS no
SEROLOGICAL TESTS kahn neg. BLOOD TYPE
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none apparent

SMALLPOX VACCINATION: DATE OF LAST VACCINATION June 1943
TYPHOID PROPHYLAXIS: NUMBER OF COURSES 3
DATE OF LAST COURSE June 1943
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE none

SUMMARY OF DEFECTS scar rt. post. aspect of back

CAPABLE OF PERFORMING DUTIES INVOLVING strenuous PHYSICAL EXERTION
IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

J. L. Sullivan

DATE OF EXAMINATION 10-5-45

October 15, 1945

~~CONFIDENTIAL~~

SAC, Cleveland

RE: LEROY B. SKOUSEN
SPECIAL AGENT

Dear Sir;

The above-named Special Agent attended an In-Service training course at the Seat of Government from October 1, to October 9, 1945.

He attained the following grades:

Notebook	Absent
Examination	Absent
Hip Shooting	100
Practical Pistol Course	92
Shotgun	100
.30 Rifle	89
Machine Gun	98

The firearms grades should be entered on the individual field firearms training record card. Agent Skousen was called out of class on October 9, 1945 at 6 pm. and did not return to finish In-Service.

Very truly yours,

Mr. Tolson _____
 Mr. E. A. Tamm _____
 Mr. Clegg _____
 Mr. Coffey _____
 Mr. Glavin _____
 Mr. Ladd _____
 Mr. Nichols _____
 Mr. Rosen _____
 Mr. Tracy _____
 Mr. Carson _____
 Mr. Egan _____
 Mr. Gurnea _____
 Mr. Hendon _____
 Mr. Pennington _____
 Mr. Quinn Tamm _____
 Mr. Nease _____
 Miss Gandy _____

J. E. Hoover

John Edgar Hoover

Director XEROX

FEB 23 1946

cc: Leroy B. Skousen
Cleveland

CHARLES B. MILLER, M. D.

PHONES:

OFFICE, GARFIELD 6110
RES. GARFIELD 7850

8311 WADE PARK AVE.
CLEVELAND
REG. NO. 0864

HOURS:

1-2 AND 6:30-7:30
EXCEPT WED. & SUN.

FOR _____

DATE _____

ADDRESS _____

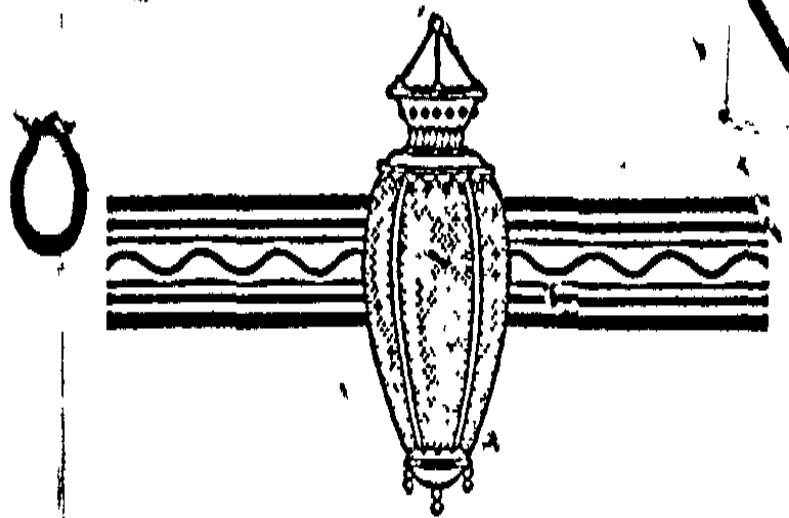
R

10-15-45

To whom it may concern:-
Mrs. Helen Shousen suffers
with chronic bronchitis and
frequent colds. A change of
climate, preferably warm
and dry, would possibly
aid her recovery.

C. B. Miller

M. D.



HOLLANDER DRUG CO.

8137 WADE PARK AVENUE

COR. E. 82ND ST.

CLEVELAND, OHIO



Federal Bureau of Investigation
United States Department of Justice
Cleveland, Ohio

HTO:MC

October 17, 1945

PERSONAL AND CONFIDENTIAL

Director, FBI

(11) Re: LEROY B. SKOUSEN
Special Agent

Dear Sir:

There is forwarded herewith a letter addressed to the Director by the above-named agent. This letter pertains to a personal problem of the agent and is being submitted to the Bureau for its consideration.

Very truly yours,

H. T. O'Connor
SAC

67-208438-89



ENC.

Trans. ord. prepared 10-26-45 MC (personal written) Enclosure
Rec. approval letter 7 OCT 20 1945
Letter is assigned to SAC Angeles 10/23
Transfer to SAC Diego 10/23

XEROX
FEB 23 1984

Handwritten signature/initials

December 7, 1945

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

RE: LEROY BENTLEY SKOUSEN
Order Number 2157

Gentlemen:

I want to advise you that the needs of this service make it necessary to transfer Special Agent Skousen to San Diego, California.

This information is furnished to you in order that your records will correctly reflect the principal place of employment of this registrant.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

CC: SAC-San Diego

7 DEC 12 1945

67-308458-90

Searched.....	Indexed.....
Filed.....	Serialized.....
DEC 11 1945	

INVESTIGATION

WRG/lvw

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Coffey	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Mr. Nease	
Miss Gandy	

RECEIVED

DEC 12 1945

U. S. DEPARTMENT OF JUSTICE

XEROX
FEB 23 1984

DEFERRED PERSONNEL DATA

1. Name of Department, Bureau or Agency. Federal Bureau of Investigation.
2. Registrant's name. LEROY B. SKOUSEN
3. Address. Washington headquarters
4. Age. 25
5. Marital status; if married, give date. Single
6. Title of Position. Confidential Index and Files Analyst.
7. Date of Appointment. 8-4-41 Departmental Service XX Field Service
8. Vocation. Clerk. Confidential Index and Files Analyst. F. B. I.
9. Is vocation used in present position. Yes
10. Annual Salary - as of date of deferment. CAF 3
11. Draft Classification. 2-B
12. Local Board Number and Location. #151, San Bernardino, California.
13. Order Number. 2157
14. By whom was deferment requested. John Edgar Hoover, Director
Federal Bureau of Investigation.
15. Reason given for deferment; if indispensability claimed. Why? (See attachment)
16. Length of deferment. 3-23-43. No redeferment being requested. (aspt'd as S.A. as 7-12-43)
17. How many renewals of deferment. One
18. What attempts at replacement have been made. (See Attachment)

Additional General Information

(See attached statement)

Outline your organization's procedure in processing deferment requests

Total Personnel

Total Male

Total Female

Total Male ages 18 to 38

Total deferred as of February 28, 1943

Total former employees now in Armed Service

Address: H. Ralph Burton, General Counsel, #519 Old House Office Building

XEROX

FEB 23 1984

SUBMITTED TO GOVERNMENT COLLECTION

0
LEROY B. SKOUSEN
Special Agent
Special Efficiency Rating

This special efficiency rating is submitted in view of Agent SKOUSEN's transfer to the San Diego Field Division.

Agent SKOUSEN presents a very good personal appearance and a very friendly type of personality. He is tactful and diplomatic and impresses as being very conscientious and industrious in his application.

Since my arrival in the Cleveland Office, this agent has worked on a technical surveillance. His work in this connection has been very satisfactory and has demonstrated that this agent is dependable. I am advised that Agent SKOUSEN is considered a good investigator and that his work in the past required a minimum amount of supervision.

Agent SKOUSEN appears to be in good physical condition. Based on my observations, Agent SKOUSEN is entitled to a rating of Very Good in Grade CAF 10.

Cup B
H. T. O'Connor
Special Agent in Charge

I have read this rating

Leroy B. Skousen

HTO:MC
12-3-45

RECORDED
10 JAN 4 - 1946

37 209438-91

RECORDED	Recorded
INDEXED	Indexed
FILED	Filed
1 DEC 20 1945	
FEDERAL BUREAU OF INVESTIGATION	

XEROX
FEB 23 1984

THREE
R.W.

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of November 8, 1945 based on performance during period from April 1, 1945 to November 8, 1945

LEROY B. SKOUSEN.

(Name of employee)

Special Agent...CAE...10

(Title of position, service, and grade)

Federal Bureau of Investigation, Cleveland, Ohio

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE:
✓ if adequate	2. Underline the elements which are especially important in the position.	Administrative, supervisory, or planning..... <input type="checkbox"/>
- if weak	3. Rate only on elements pertinent to the position.	
	a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.	
+ if outstanding	b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	All others..... <input checked="" type="checkbox"/>

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? -----)
(Yes or no)
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
- (22) Effectiveness in adapting the work program to broader or related programs.
- (23) Effectiveness in devising procedures.
- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- (26) Effectiveness in instructing, training, and developing subordinates in the work.
- (27) Effectiveness in promoting high working morale.
- (28) Effectiveness in determining space, personnel, and equipment needs.
- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- (30) Ability to make decisions.
- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED.

- (A) _____
- (B) _____
- (C) _____

STANDARD		Adjective rating
Deviations must be explained on reverse side of this form		
Plus marks on all underlined elements, and no minus marks.....	Excellent	Rating official <u>VERY GOOD</u>
Plus marks on at least half of the underlined elements, and no minus marks.....	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.....	Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by [Signature] Special Agent in Charge December 3, 1945
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

Office Memorandum • UNITED STATES GOVERNMENT

TO : CLYDE A. TOLSON

FROM : H. H. CLEGG ✓

SUBJECT: IN-SERVICE MEMO

SPECIAL AGENT LEROY B. SKOUSEN

DATE: February 25, 1946

Mr. Tolson _____

Mr. E. A. Tamm _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Carson _____

Mr. Egan _____

Mr. Gurnea _____

Mr. Hendon _____

Mr. Pennington _____

Mr. Quinn Tamm _____

Tele. Room _____

Mr. Nease _____

Miss Beahm _____

Miss Gandy _____

IN-SERVICE TRAINING COURSE NO. 6

FROM 2-11-46 TO 2-22-46

EOD DATE -- 7-19-43

GRADE -- CAF-10

SALARY -- \$4080

ASSIGNED TO -- SAN DIEGO

OFFICE OF PREFERENCE: LOS ANGELES.

John Edwards
Clair Jeffers

GRADES ATTAINED:

NOTEBOOK :Excellent

EXAMINATION :98

HIP SHOOTING :100

PRACTICAL PISTOL COURSE :91

SHOTGUN :100

.30 RIFLE :92

MACHINE GUN :93

GENERAL FIREARMS ABILITY :Good

FIREARMS INSTRUCTOR'S COMMENTS: This Agent has a good knowledge of weapons; is average emotionally, in demeanor, and in attitude toward Firearms practice; strict in observance of safety rules; and good in marksmanship, general ability, knack and skill. He is Qualified to go on Raids and Special Details.

cc: SAC, San Diego

cc: SA Leroy B. Skousen

RECORDED

67-208438-92

Noted.....Recorded.....

Searched.....Checked.....

Numbered.....Filed.....

MAR 13 1946

REMARKS: Interviewing Official: L. A. Hince

SKOUSEN is an Agent of above average appearance and personality. He is a very clean-cut young man and makes an excellent impression as a Bureau representative. He is very much interested in obtaining training as a Bureau police instructor. A record is being made of this interest. I think this man makes a capable and above average Bureau Agent.

10 MAR 25 1946

LAH:PJ

XEROX
FEB 23 1984

RECORDED
REC.D

Federal Bureau of Investigation
United States Department of Justice

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

Cash

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 28, 1946, and who dies from any cause except self-destruction while employed as a Special Agent; I am forwarding herewith (by ~~CHECK~~ ~~CASH~~ ~~CARD~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Mrs. Helen Skonsen Address 6645 Kelly St. San Diego Calif.
Relationship Wife Dated 2-21-46

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Helen Skonsen Address 6645 Kelly St. S.D. Calif.
Relationship Wife Dated 2-21-46

Very truly yours,

Special Agent

XEROX

FEB 23 1984

*ack 2/25/46
jc*

Helen B. Skonsen
Files
6 Wrg
Rel

February 13, 1946

MEMORANDUM FOR MR. TOLSON

Today I saw Special Agent LEROY B. SKOUSEN of the San Diego Office. Mr. Skousen makes a good personal impression, seems to be intensely interested in his work, and I would rate him above average as a Special Agent. He was particularly appreciative of being able to be transferred to San Diego in view of the condition of his wife's health.

Very truly yours

J. E. H.
John Edgar Hoover
Director

XEROX

FEB 20 1946

1 FEB 27 1946

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

JEH:HUB
5428-21
2-13-46
BY 74.8

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: February 12, 1946

FROM : SAC, San Diego

SUBJECT: LEROY B. SKOUSEN - SPECIAL AGENT
60 DAY EFFICIENCY REPORT

cyf
In reply to the Bureau's request of February 5, 1946, for a 60 Day Efficiency Report, attention is directed to the report submitted by this office on this individual under date of January 26, 1946.

WAM:jec
67-1240

4 11 1946
10 FEB 11 1946

RECORDED
6 FEB 14

XEROX
FEB 23 1984

JEH/rw
Edwards

San Diego, California
January 26, 1946

ADDENDUM

RE: LEROY B. SKOUSEN - SPECIAL AGENT
60 DAY EFFICIENCY RATING

Agent SKOUSEN makes a very good appearance. He has a pleasing personality and seems vitally interested in the Bureau and in his work. He has been assigned a variety of cases in the general investigative categories and has shown aptitude to conduct thorough and logical inquiries in these matters. In at least one Theft of Government Property case he has shown definite resourcefulness and initiative as well as force and enthusiasm.

Although not too robust appearing, Agent SKOUSEN seems to be in good physical condition.

He is considered a VERY GOOD CAF-10 Agent.

W. A. MURPHY
W. A. MURPHY
SAC

WAM:jec
67-1240

L. B. S.
LBS

6 FEB 18 1946 67-

XEROX
FEB 23 1984

Searched.....	Recorded.....
Serialized.....	Checked.....
Indexed.....	Filed.....
8 FEB 4 1946	
FEDERAL BUREAU OF INVESTIGATION	

THREE
RW

REPORT OF EFFICIENCY RATING

Classification Symbols		
CAF (Service)	10 (Grade)	\$3970 (Class)

As of 1-26-46 based on performance during period from 11-26-46 to 1-26-46

LEROY B. SKOUSEN SPECIAL AGENT FEDERAL BUREAU OF INVESTIGATION
(Name of employee) (Title of position) (Bureau)

SAN DIEGO
(Division) (Section) (Subsection or unit) (Field office)

ON LINES BELOW MARK EMPLOYEE	1. Underline the elements which are especially important in the position. 2. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning employees on all elements pertinent to the position whether in <i>italics</i> or not. 3. Before rating, become thoroughly familiar with instructions in the rating manual.	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- | | |
|--|--|
| <p>----- (1) Maintenance of equipment, tools, instruments.</p> <p>----- (2) Mechanical skill.</p> <p>----- (3) Skill in the application of techniques and procedures.</p> <p>----- (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>----- (5) Attention to broad phases of assignments.</p> <p>----- (6) Attention to pertinent detail.</p> <p>----- (7) Accuracy of operations.</p> <p>----- (8) Accuracy of final results.</p> <p>----- (9) Accuracy of judgments or decisions.</p> <p>----- (10) Effectiveness in presenting ideas or facts.</p> <p>----- (11) Industry.</p> <p>----- (12) Rate of progress on or completion of assignments.</p> <p>----- (13) Amount of acceptable work produced. (Is mark based on production records? <u> </u>) (Yes or no)</p> <p>----- (14) Ability to organize his work.</p> <p>----- (15) Effectiveness in meeting and dealing with others.</p> <p>----- (16) Cooperativeness.</p> <p>----- (17) Initiative.</p> <p>----- (18) Resourcefulness.</p> <p>----- (19) Dependability.</p> <p>----- (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.</p> <p>----- (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>----- (23) Effectiveness in devising procedures.</p> <p>----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>----- (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>----- (27) Effectiveness in promoting high working morale.</p> <p>----- (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>----- (30) Ability to make decisions.</p> <p>----- (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|--|

STATE ANY OTHER ELEMENTS CONSIDERED

- (A) _____
- (B) _____
- (C) _____

STANDARD	Adjective rating	Numerical rating	Adjective rating	Numerical rating
Deviations must be explained on reverse side of this form				
All underlined elements marked plus, and no element marked minus	Excellent	1	Rating official	VERY GOOD <u>L.S.</u>
A majority of underlined elements marked plus, and no element marked minus	Very good	2 or 3		<u>LES</u>
All underlined elements marked at least with a check, and minus marks fully compensated by plus marks, or a majority of underlined elements marked at least with a check, and minus marks on underlined elements over-compensated by plus marks on underlined elements	Good	4, 5, or 6	Reviewing official	_____
A majority of underlined elements marked at least with a check, and minus marks not fully compensated by plus marks	Fair	7 or 8		
A majority of underlined elements marked minus	Unsatisfactory	9		

On the whole, do you consider the conduct of this employee to be satisfactory? Yes (See back of form)
(Yes or no)

Rated by [Signature] Special Agent in Charge 1-28-46
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
10-26177-1 (Date) (Adjective rating) (Numerical rating)

January 23, 1946

Mr. Leroy B. Skousen
Federal Bureau of Investigation
United States Department of Justice
723 San Diego Trust and Savings Bank Building
San Diego 1, California

Dear Mr. Skousen:

In connection with the Uniform Promotion Act, I am indeed pleased to advise you that you have been recommended for promotion from \$3770 per annum to \$4000 per annum in Grade CAF 10, effective February 24, 1946.

Sincerely yours,

John Edgar Hoover
Director

67-NOT RECORDED 3

FEB 23 1946

10 JAN 31 1946
100

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
CC - SAC, San Diego
* CCO, Selective Service
* JAN 23 1946
Mr. Edwards MOD 8-4-41 Under Clk (Trained)
FEDERAL BUREAU OF INVESTIGATION 7-19-43 Special Agent
U. S. DEPARTMENT OF JUSTICE
JW : mp

DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

Filed by: *BA*
2415

Leroy B. Skousen

Name: **MR. LEROY B. SKOUSEN** - January 28, 1946

Nature Of Action: **FAY INCREASE (PERIODIC)**

Effective: **February 24, 1946**

NO. **FAY - 2415**
CIVIL SERVICE OR
OTHER LEGAL AUTHORITY

	FROM	TO
Position	Special Agent	None
Grade	CAP 10	"
Salary	\$3290	\$4030
Bureau or Division		
Headquarters		
Appropriations	CAB, FBI, Natl. Def.	None
Departmental Or Field	<input type="checkbox"/> DEPT.	<input checked="" type="checkbox"/> FIELD

NATURE OF POSITION

a NEW

P. C. No.

b ADDITIONAL IDENTICAL

P. C. No.

c VICE

P. C. No.

REMARKS: **Being promoted under the Automatic Promotion Bill, Public Law 820 as amended 6-30-45. Reallocated from CAP 9 \$3200 to CAP 10 \$3290 eff. 2-15-45.**

DATE OF OATH

DATE OF BIRTH

JWB

XEROX
FEB 23 1984

FEB 8 1946

87-NOT RECORDED

[Signature]

34

LEROY B. SKOUSEN

Special Agent

ENTERED ON DUTY: July 19, 1943

SALARY: \$3970

OFFICE PREFERENCE: LOS ANGELES

EXAMINATION: SET #8 - Grade 92%

SAC O'Connor:

Agent Skousen presents a very good personal appearance and a very friendly type of personality. He is tactful and diplomatic and impresses as being very conscientious and industrious in his application. Since my arrival in the Cleveland Office, this agent has worked on a technical surveillance. He is due to be removed December 20, 1945. No opportunity has been afforded to judge his investigative ability.

Status: VERY GOOD

INSPECTOR CONNELLEY:

This agent is a young man of average satisfactory personal appearance. He makes a good impression upon first contact. He is alert, sincere and conscientious. He is enthusiastic in his work. He appears to be of average intelligence, and average in his mental reactions. He worked first at Pittsburgh, where he handled a variety of general investigative work and some National Defense. At Cleveland, his second office, he handled Selective Service and Communist matters. As of June 25, 1945 he was assigned to a technical plant where he has continued to date, and is now ready for change to other work. This agent is believed to be better than average in his grade.

Inspection Report
Cleveland Office
Inspector CONNELLEY
October 26, 1945

XEROX
FEB 23 1984

NOT RECORDED

Cleveland, Ohio
October 26, 1945

~~PERSONAL and CONFIDENTIAL~~

MEMORANDUM FOR THE DIRECTOR:

RE: INSPECTION OF CLEVELAND
OFFICE

Suggestion of Special Agent
LEROY B. SKOUSEN

#1. This agent carries a badge which apparently was not very heavily plated when made, and this does not permit a good polish, and it readily tarnishes thereafter. He suggested that this badge be replaced, as well as badges of similar character which he has noted in the possession of other agents. He advised the badge does not present the same possibilities for use, due to this rather cheap looking appearance.

#2. This agent advises that when in in-service on the last occasion, they instructed them in the major case operation; that he enjoyed this very much and obtained considerable in the way of training as a result of this. He suggests that in connection with the Technical and Quarterly Conferences in the field, consideration be given to a training problem concerning a major case and its operation, in lieu of the other subject matter which is usually presented at these two conferences. He advised he believes the results will be very desirable from a training standpoint.

Respectfully,

E. J. CONNELLEY,
Assistant Director

XEROX
FEB 23 1984

EJC:SBR

10 JAN 5 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, San Diego

SUBJECT: LEROY B. SKOUSEN - SPECIAL AGENT

DATE: 7/19/43

The above-named employee mentioned to me on March 4, 1946, his interest in being considered for attendance at one of the Bureau's Juvenile Delinquency Schools. SKOUSEN stated that he is extremely interested in this field and would appreciate the opportunity of attending any school on this topic which the Bureau was holding.

It is recommended that the Bureau give this matter favorable consideration.

WAM:jec

*Advised him will
be in line for
future class*

RECORDED
3 APR 4

100-204438-93
Rated.....
Checked.....
76
3 MAR 25 1946

*Letter - Bureau
3/20/46
WAM*

EX-107
FEB 23 1984

FEDERAL BUREAU OF INVESTIGATION
U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 5 1946

TELETYPE

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Lester
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

FBI SAN DIEGO

6-5-46

2-45 PM

MEG

DIRECTOR FBI

URGENT

LERoy BENTLEY SKOUSEN, SPECIAL AGENT. AGENT SKOUSEN HAS RECEIVED NOTICE FROM LDB ONE FIVE ONE, SAN BERNARDINO COUNTY, SAN BERNARDINO, CALIF. TO REPORT FOR PREINDUCTION PHYSICAL, SAN BERNARDINO, AT SEVEN ~~4:57~~ A.M. JUNE THIRTEEN NEXT. IN ABSENCE BUREAU INSTRUCTION TO CONTRARY SKOUSEN WILL REQUEST LOCAL TRANSFER BOARD TO PERFECT ARRANGEMENTS FOR PHYSICAL TO BE TAKEN HERE.

RECORDED
JUN 18 1946

67- 208438-94

Searched
Numbered
Filed 33

3 JUN 11 1946

FEDERAL BUREAU OF INVESTIGATION

END GA

4-48 P

5-48 PM OK FBI WASH DC DH

V

XEROX

FEB 23 1984

ANNUAL
REPORT OF
EFFICIENCY RATING

Form approved
Budget Bureau No. 50-R012
Approval expires Mar. 30, 1945.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL: REGULAR (X) SPECIAL ()
PROBATIONAL or TRIAL PERIOD ()

As of 3-31-46 based on performance during period from 4-1-45 to 3-31-46

LEROY R. SKOUSEN
(Name of employee)

SPECIAL AGENT CAF-10

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, SAN DIEGO FIELD DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---------------------------------	---	---

- (1) Maintenance of equipment, tools, instruments.
----- (2) Mechanical skill.
----- (3) Skill in the application of techniques and procedures.
----- (4) Presentability of work (appropriateness of arrangement and appearance of work).
----- (5) Attention to broad phases of assignments.
----- (6) Attention to pertinent detail.
----- (7) Accuracy of operations.
----- (8) Accuracy of final results.
----- (9) Accuracy of judgments or decisions.
----- (10) Effectiveness in presenting ideas or facts.
----- (11) Industry.
----- (12) Rate of progress on or completion of assignments.
----- (13) Amount of acceptable work produced. (Is mark based on production records? yes)
----- (14) Ability to organize his work.
----- (15) Effectiveness in meeting and dealing with others.
----- (16) Cooperativeness.
----- (17) Initiative.
----- (18) Resourcefulness.
----- (19) Dependability.
----- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
----- (22) Effectiveness in adapting the work program to broader or related programs.
----- (23) Effectiveness in devising procedures.
----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
----- (26) Effectiveness in instructing, training, and developing subordinates in the work.
----- (27) Effectiveness in promoting high working morale.
----- (28) Effectiveness in determining space, personnel, and equipment needs.
----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
----- (30) Ability to make decisions.
----- (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

Ability to direct & lead a group of

(A) Agents on raids & dangerous assignments

(B) Capability for Additional Responsibility

(C)

STANDARD

Deviations must be explained on reverse side of this form

Adjective rating

Plus marks on all underlined elements, and no minus marks.
Plus marks on at least half of the underlined elements, and no minus marks.
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.
Minus marks on at least half of the underlined elements.

Adjective rating
Excellent

Very good

Good

Fair

Unsatisfactory

Rating official
Reviewing official

VERY GOOD

BS.
LBS

Rated by [Signature]
(Signature of rating official)

Special Agent in Charge
(Title)

4-5-46
(Date)

Reviewed by [Signature]
(Signature of reviewing official)

(Title)

4-17-46
(Date)

Rating approved by efficiency rating committee

(Date)

Report to employee

(Adjective rating)

San Diego, California
March 31, 1946

ADDENDUM

RE: LEROY B. SKOUSEN - SPECIAL AGENT
ANNUAL EFFICIENCY RATING

Agent SKOUSEN makes a very good appearance. He is of average size, always neatly groomed, and has a pleasing personality. He is enthusiastic, energetic, and aggressive. He is average as to initiative and resourcefulness.

His dictation is rated between very good and excellent. He operates an automobile carefully and takes good care of a car. I have not heard him testify but consider he would make an excellent witness. He rates in the upper one-third of the Agents both in the Practical Pistol Course and the .30 caliber rifle. He is emotionally stable and is well qualified to go on raids and special details. He operates effectively on physical surveillances. He types but does not take shorthand. His reports have been accurate, brief, and clear. His contacts have been average. He needs to develop more individual responsibility in the handling of confidential informants and sources of information. He analyzes facts carefully, initiates investigations promptly, and follows through administratively on his cases properly. He accepts responsibility willingly and uses good judgment in matters of discretion. He appears to be in good physical condition.

He has not been assigned any Espionage, Sabotage, or Internal Security cases. He has had considerable experience in general criminal matters, particularly Theft of Government Property cases in this district. During the past year he was assigned to a technical surveillance in the Cleveland Field Division. He has not been on any special squad, however, since his arrival at San Diego.

He is believed to possess supervisory ability. He has been afforded limited opportunity to do so.

He is considered a VERY GOOD CAF-10 Agent.

WAM: jec
67-1240

LBS
LBS

W. A. MURPHY
SAC

June 10, 1946

Local Board Number 151
Selective Service System
490 Court Street
San Bernardino, California

RE: LEROY BENTLEY SKOUSEN
Order Number 2157

Gentlemen:

Reference is made to the Selective Service case of the above-named employee, who is registered with your Board. There is enclosed herewith for the consideration of your Board D.S.S. Form 42-A (Special-Revised) covering the Agency Committee's request for occupational deferment for Mr. Skousen.

I would appreciate having this form made a part of the file of the above-named registrant and request your consideration of the same when you determine his classification. Should you want any additional information, do not hesitate to call upon me. I shall keep you promptly advised of any change in the occupational status of this registrant.

For your information Mr. Skousen is married and has one child.

Sincerely yours,

Enclosure

CC: Review Committee

CC: SAC, San Diego

WEO:hor

John Edgar Hoover

Directed

FILE

3 JUN 11 1946

FEDERAL BUREAU OF INVESTIGATION

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

XEROX
FEB 23 1984

Federal Bureau of Investigation, U. S. Department of Justice

721 San Diego Trust and Savings Bank Building

San Diego

California

See attachment

HENRY DORWLEY REYNOLDS

2157

September 27, 1947

151

San Bernardino San Bernardino California

Special Agent

See attachment

August 4, 1941

July 19, 1943

Annual
XXXX

\$4000.00

Confidential Index and Files Analyst, FBI, Washington, D. C.

San Bernardino Jr. College, San Bernardino, California; Washington
College of Law, Washington, D. C. (40 hours)

FEDERAL BUREAU OF INVESTIGATION
U S DEPARTMENT OF JUSTICE
COMMUNICATIONS SECTION

JUN 10 1946

TELETYPE

[Handwritten signature]

Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

RECORDED

60-1048 JUN 19 1946

FBI SAN DIEGO

DIRECTOR

ROUTINE

67-208438-96

Searched
Numbered	10-47 AM EL
Filed	97
3 JUN 11 1946	

LEROY B. SKOUSEN, SA. LDB ONE FIVE TWO, SAN BERNARDINO, CALIFORNIA,

RECLASSIFIED AGENT SKOUSEN THREE A AS OF JUNE EIGHT LAST.

MURPHY

A AND H PLS

1-47 PM OK FBI WA OVM

mated 8/10/46
[Handwritten signature]

3
XEROX
FEB 23 1984

[Handwritten signature]

CLASSIFICATION ADVICE

App. Not Req.



Local Board No. 151	91
San Bernardino County	071
JUN 14 1946	
490 Court St.	
San Bernardino, California	

(Local Board Date Stamp With Code)

14 June 1946

(Date of mailing of Notice of Classification to Registrant)

You are advised that—

LeRoy

(First name)

Bentley

(Middle name)

Skousen

(Last name)

Order No. 2157

has been classified in Class

3-A

208438-97

until

(Insert date for Class II-A and II-B only)

by ☒ Local Board.

☐ Board of Appeal (by vote of

☐ President.

DSS Form 59
(Revised 12-10-43)

FEB 23 1984

(See other side)

(Member or clerk of local board)

16-37583-2

Searched
Numbered
Filed
JUL 3 1946	
FEDERAL BUREAU OF INVESTIGATION	

WAM:jcc

DICTATION ABILITY OF SPECIAL AGENTS

Inspector MURPHY:

The stenographers were asked to rate the individual Agents as to dictating ability, using the ratings excellent, very good, good, fair, or unsatisfactory. These were subsequently given numerical ratings of 1 to 5 respectively, and the average rating for each Agent was obtained. These ratings are set out below, together with the constructive comments of the stenographers. This information should be brought to the attention of the individual Agents. Attention should be given to the improvement of the dictating ability of the Agents with the lower ratings.

AGENT	AVERAGE RATING	COMMENT
[REDACTED]	1.4	Should give steno more time to write out proper names
CARTER, ARTHUR E.	2.1	Improve speed, organization of notes, and give more attention to small administrative details of report writing
CAHILL, DANIEL F.	1.	b6 b7C
[REDACTED]	1.9	Improve speed and sentence structure — sentences a bit too involved.
CONROY, LEO E.	1.	
HIGSON, NORMAN S.	1.5	Improve speed
HIGGINS, HAROLD P.	1.5	Give more attention to administrative details of report writing such as correct title, etc.
HUISKAMP, WILLIAM L.	1.5	Improve speed, organization of facts, and attention to administrative details
JOHNSEN, MILES L.	1.	

Self-Inspection Report
San Diego Office
SAC W. A. MURPHY
May 3, 1946

NOT RECORDED

WAM:jec

DICTATION ABILITY OF SPECIAL AGENTS

(C O N T I N U E D)

b6
b7C

AGENT	AVERAGE RATING	COMMENT
JOVICK, WILLIAM J.	2.4	Improve organization of notes, sentence structure, prepare work more thoroughly previous to dictation. Give more attention to administrative details.
KIRBY, EDWARD J.	1.7	Dictates too fast for accuracy of proper names — does not give enough time to write out proper names. Better general transcription would be attained with a little less dictation speed.
[REDACTED]	1.	
MARTINDALE, WILBUR L.	1.	
[REDACTED]	1.	
[REDACTED]	1.7	Improve speed, preparation of work prior to dictation, and make reports a bit more concise
[REDACTED]	2.3	Improve speed, clarity of expression, and conciseness of reports
[REDACTED]	3.5	Dictation needs more preparation. Too verbose. Improve speed.
SKOUSEN, LEROY B.	1.5	Inclined to make involved sentences.
WALTERS, LEONARD M.	1.	
WRIGHT, FRANKLIN E.	1.3	Improve speed and give more attention to administrative details

Self-Inspection Report
San Diego Office
SAC W. A. MURPHY
May 3, 1946

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: September 23, 1946

FROM : SAC, San Diego

SUBJECT: LEROY B. SKOUSEN
Special Agentb6
b7C

This is to advise that on [redacted] a son, [redacted]
[redacted] was born to Special Agent and Mrs. SKOUSEN at [redacted]

jec

RECORDED

37-20843-98

Searched

Numbered

Filed

1 OCT 1 1946

FEDERAL BUREAU OF INVESTIGATION

THREE

XEROX

FEB 23 1984

DICTATION ABILITY OF SPECIAL AGENTS

Inspector BRANTLY: The following tabulation reflects the dictation ability of the Special Agents of the San Diego Office as rated by the stenographic personnel there. These ratings should be entered in the respective personnel files of the employees named.

WILLIAM E. ASSUS	VERY GOOD
[REDACTED]	VERY GOOD
DANIEL F. GAHILL	VERY GOOD
ARTHUR E. CARTER	VERY GOOD
[REDACTED]	VERY GOOD
LEO E. CONROY	VERY GOOD
RUSH G. GLICK	HAS NOT DICTATED HERE
IVAN D. HAACK	VERY GOOD
HAROLD P. HIGGINS	EXCELLENT
NORMAN S. HIGSON	VERY GOOD
WILLIAM L. HULSKAMP	VERY GOOD
MILES L. JOHNSON	VERY GOOD
WILLIAM J. JOVICK	GOOD
EDWARD J. KIRBY	VERY GOOD
[REDACTED]	EXCELLENT
WILFRED L. MARTINDALE	VERY GOOD
[REDACTED]	VERY GOOD
[REDACTED]	VERY GOOD
OLIVER G. NORDMARKEN	VERY GOOD
[REDACTED]	GOOD
[REDACTED]	GOOD
LEROY B. SKOUSEN	VERY GOOD
[REDACTED]	VERY GOOD
LEONARD M. WALTERS	VERY GOOD
FRANKLIN E. WRIGHT	VERY GOOD

Inspection Report
San Diego Office
Inspector BRANTLY
July 1, 1946

67-NOT RECORDED 3

WDD:mjd

LEROY B. SKOUSEN ----- SPECIAL AGENT

ENTERED ON DUTY: July 19, 1943

SALARY: \$4080 -- CAF 10 EXAMINATION GRADE: 94 -- Dec 12

OFFICE OF PREFERENCE: (1) San Diego (2) Los Angeles

SAC MURPHY:

Agent SKOUSEN makes a very good appearance. He is of average size, has a pleasant personality, is enthusiastic, energetic, and aggressive. He is one of the better firearms shots in the office and is qualified for dangerous assignments. He has done effective work in the handling of a number of Theft of Government Property cases in this district. He has been producing an average volume of work requiring a minimum of supervision. His dictation is rated between "Very Good" and "Excellent". He willingly accepts any emergency responsibilities and appears to be in good physical condition. He is believed to possess supervisory ability.
Status: Very Good. CAF-10

Inspector BRANTLEY:

This Agent is 28 years of age, married, and has one child. He is a lawyer and admitted to the Bar in the state of Virginia. He was formerly employed as a clerk at the Bureau. He presents a neat appearance and converses in a businesslike manner. He indicates enthusiasm for Bureau work and for his present assignment in San Diego.

Inspection Report
San Diego Office
Inspector BRANTLEY
June 27, 1946

XEROX
FEB 22 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, SAN DIEGO

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

DATE: November 29, 1946

There are being forwarded to the Bureau herewith an original and two copies of a speech manuscript prepared by the above named employee. I have read the script and have heard Agent SKOUSEN appear before Agent Conferences. It is recommended that he be approved as a Bureau speaker.

ENCL

WAM:cw

ENCLOSURE

~~6~~ XEROX
FEB 23 1984

67-209438-99

RECORDED

6 DEC 5 1946

FEDERAL BUREAU OF INVESTIGATION

SAC, San Diego

December 11, 1946

Director, FBI

Special Agent Leroy B. Skousen

67-108112-104
RECORDED
DEC 12 1946
C
Reference is made to your letter of November 29, 1946, enclosing a speech manuscript prepared by Special Agent Leroy B. Skousen of your office. The manuscript has been reviewed and was found to be generally satisfactory. Special Agent Skousen may be utilized in accordance with existing Bureau regulations.

The following should be called to the attention of Special Agent Skousen. At the bottom of page 3, the inference that a public enemy number one is established by a statement from the FBI should be eliminated. Public enemies, of course, are established purely through the medium of the public press and are never ranked as such by the FBI. In the first full paragraph on page 8, in discussing the Rumrich case, it is pointed out that fourteen German diplomats suddenly had urgent business at home. This sentence and the sentence immediately following it should be eliminated as this particular case did not involve fourteen German diplomats. The first sentence of the last paragraph on page 8 should be changed to eliminate the description of Harry Sawyer as "a young man."

The last paragraph on page 9 should be eliminated. In its place it is permissible to state that a radio station was set up and operated by the FBI in this case. On page 10 it is pointed out that the station stayed in operation through the investigation of the Duquesne case and did not terminate until Duquesne and his gang were suddenly taken out of circulation. For the information of Agent Skousen, the station in question operated for a brief period of time after Duquesne and the individuals connected with that case were taken into custody.

GC: Movement - Special Agent Leroy B. Skousen is now an approved Bureau speaker.

NOTED
Note: This Agent is the brother of Special Agent Cleon Skousen. He formerly worked as a clerk and was appointed a Special Agent on 7-19-43. His last efficiency rating was "Very Good" and he is presently in CAF 10 (\$4651.20.) He is described as being neatly groomed having a pleasing personality, enthusiastic, energetic and aggressive. He has had a good record.

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

Enclosure

GLS:med:tg
67-208438-99

October 7, 1946

Mr. Leroy B. Skousen
Federal Bureau of Investigation
728 San Diego Trust and Savings
Bank Building
San Diego 1, California

Dear Mr. Skousen:

I have just been in-
formed of the birth of your
son, [REDACTED] and I want
to take this occasion to extend
to Mrs. Skousen and to you my
heartly congratulations on your
good fortune.

May the future hold
much in the way of happiness for
your little boy.

Sincerely,

CC: SAC, San Diego

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Carson
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Hendon
Mr. Pennington
Mr. Quinn Tamm
Mr. Nease
Miss Gandy

67-
e1

XEROX
FEB 22 1994

b6
b7c

RECEIVED DIRECTOR
U.S. DEPT. OF JUSTICE
Oct 4 2 48 PM '46
RECORDED

Oct 4 2 03 PM '46
FEDERAL READING ROOM
U.S. DEPT. OF JUSTICE

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: January 8, 1947

FROM : SAC, San Diego

~~PERSONAL AND CONFIDENTIAL~~SUBJECT: LEROY B. SKOUSEN - SPECIAL AGENT
SPECIAL EFFICIENCY RATING7-19-43
4657.20

Reference is made to the attached Special Efficiency Rating on the above-captioned Agent.

It is recommended that Agent SKOUSEN, who has been in CAF-10 since February 16, 1945, be advanced in grade from CAF-10 to CAF-11.

Enclosure (1)
WAM:jec
67-1240

JAN 27 1947

67-208438-100	
Searched
Numbered
Filed
8 JAN 14 1947	
FEDERAL BUREAU OF INVESTIGATION	

Memo rec'd
2/3/47
JEC/forXERO
FEB 23 1984HRE
JEC/for

2

San Diego, California
January 8, 1947

ADDENDUM

0
RE: LEROY B. SKOUSEN - SPECIAL AGENT
SPECIAL EFFICIENCY RATING

Agent SKOUSEN makes a very good appearance, is of average height and weight, is always neatly groomed, and has a pleasant personality. He is enthusiastic and energetic. He is average as to initiative and resourcefulness.

His dictation is rated between "Very Good" and "Excellent". He operates an automobile carefully and takes good care of a car. He makes an excellent witness. He has outstanding firearms ability and is qualified to go on raids and special details. He has done effective physical surveillance work. His reports have been above average. His contacts have been average. He is assigned to the handling of Japanese matters in this territory and has displayed definite interest and ability to develop sources of information and potential Confidential National Defense Informants. He has a very good attitude toward his work. He is a qualified Bureau speaker. He willingly accepts any emergency assignments and appears to be in good physical condition.

He has not been on any special squads in this territory.

He is believed to possess supervisory ability and has been afforded limited opportunity to do so.

He is considered a VERY GOOD

67-208438-101
Searched _____
Filed _____
8 JAN 14 1947
CAF-10 Agent.
FEDERAL BUREAU OF INVESTIGATION

W. A. MURPHY
SAC

WAM:jec
67-1240

PBS
LBS

XFF:EX
FEB 23 1947

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL or TRIAL PERIOD ()

As of 1-8-47 based on performance during period from 4-1-46 to 1-8-47

LEROY B. SKOUSEN

(Name of employee)

SPECIAL AGENT

(Title of position, service, and grade)

CAF-10

FEDERAL BUREAU OF INVESTIGATION, SAN DIEGO FIELD DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE V if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---	---	---

- | | |
|--|---|
| <p>____ (1) Maintenance of equipment, tools, instruments.</p> <p>____ (2) Mechanical skill.</p> <p>____ (3) Skill in the application of techniques and procedures.</p> <p>____ (4) Presentability of work (appropriateness of arrangement and appearance of work).</p> <p>____ (5) Attention to broad phases of assignments.</p> <p>____ (6) Attention to pertinent detail.</p> <p>____ (7) Accuracy of operations.</p> <p>____ (8) Accuracy of final results.</p> <p>____ (9) Accuracy of judgments or decisions.</p> <p>____ (10) Effectiveness in presenting ideas or facts.</p> <p>____ (11) Industry.</p> <p>____ (12) Rate of progress on or completion of assignments.</p> <p>____ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)</p> <p>____ (14) Ability to organize his work.</p> <p>____ (15) Effectiveness in meeting and dealing with others.</p> <p>____ (16) Cooperativeness.</p> <p>____ (17) Initiative.</p> <p>____ (18) Resourcefulness.</p> <p>____ (19) Dependability.</p> <p>____ (20) Physical fitness for the work.</p> | <p>____ (21) Effectiveness in planning broad programs.</p> <p>____ (22) Effectiveness in adapting the work program to broader or related programs.</p> <p>____ (23) Effectiveness in devising procedures.</p> <p>____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.</p> <p>____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.</p> <p>____ (26) Effectiveness in instructing, training, and developing subordinates in the work.</p> <p>____ (27) Effectiveness in promoting high working morale.</p> <p>____ (28) Effectiveness in determining space, personnel, and equipment needs.</p> <p>____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.</p> <p>____ (30) Ability to make decisions.</p> <p>____ (31) Effectiveness in delegating clearly defined authority to act.</p> |
|--|---|

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) _____
- ____ (B) _____
- ____ (C) _____

STANDARD		Adjective rating
Deviations must be explained on reverse side of this form		
Plus marks on all underlined elements; and no minus marks.	Adjective rating Excellent	Rating official <u>VERY GOOD</u> <u>135</u> Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks.	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks.	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by [Signature] Special Agent in Charge 1-7-47
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

REC. LED

81 FEB 4 1947

67-208438-102	
Searched	
Numbered	6
Filed	6
6 JAN 23 1947	
FEDERAL BUREAU OF INVESTIGATION	

Zung

**RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE**

NAME SKOUSEN, Leroy B. AGE 29 YEARS, 3 MONTHS
 NATIVITY(state of birth) Canada MARRIED, SINGLE/WIDOWED NUMBER OF CHILDREN 2
 FAMILY HISTORY Brother has had fever. No other familial diseases.

HISTORY OF ILLNESS OR INJURY History of Sinusitis, Tonsils removed in 1942. Pleural Pneumonia in 1919. Fractured left arm several years ago.

HEAD AND FACE Normal

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Equal reacts to L & A

DISTANT VISION RT. 20/20, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION Normal AOC 1940

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS None

EARS: HEARING RT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'
 LT. WHISPERED VOICE 15/15' CONVERSATIONAL SPEECH 15/15'

DISEASE OR DEFECTS none

NOSE normal

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES normal

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS normal

TEETH AND GUMS(disease or anatomical defect): As charted

MISSING TEETH 1, 16, 17 & 32

NONVITAL TEETH None

PERIAPICAL DISEASE None

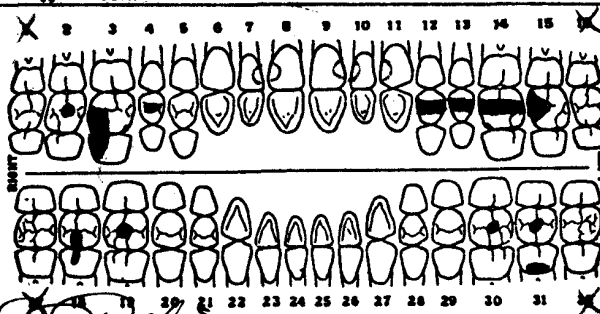
MARKED MALOCCLUSION No

PYORRHEA ALVEOLARIS No

TEETH REPLACED BY BRIDGES None

DENTURES None

REMARKS Dental x-ray no indicated



J. P. ROTTELLA, LTJG DC USNR

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium erect

TEMPERATURE 98.2 CHEST AT EXPIRATION 37

HEIGHT 69 3/4 CHEST AT INSPIRATION 40

WEIGHT 160 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 32 1/2

RECENT GAIN OR LOSS, AMOUNT AND CAUSE none

SKIN, HAIR, AND GLANDS normal

NECK (abnormalities, thyroid gland, trachea, larynx) normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) normal

THORAX (size, shape, movement, rib cage, mediastinum) Normal
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal
Chest X-ray normal

CARDIO-VASCULAR SYSTEM Normal
HEART (note all signs of cardiac involvement) Normal

PULSE: BEFORE EXERCISE 76 BLOOD PRESSURE: SYSTOLIC 114
AFTER EXERCISE 86 DIASTOLIC 70
THREE MINUTES AFTER 76
CONDITION OF ARTERIES normal CHARACTER OF PULSE regular
CONDITION OF VEINS normal HEMORRHOIDS none

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) normal

GENITO-URINARY SYSTEM normal
URINALYSIS: SP. GR. 1.010 ALB. negative SUGAR negative MICROSCOPICAL neg.
VENEREAL DISEASE none apparent

NERVOUS SYSTEM normal
(organic or functional disorders)
ROMBERG negative INCOORDINATION (gait, speech) none
REFLEXES, SUPERFICIAL normal DEEP (knee, ankle, elbow) normal TREMORS none
SEROLOGICAL TESTS Blood Kahn 12-3-46 neg. BLOOD TYPE "A"
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries) none

SMALLPOX VACCINATION: DATE OF LAST VACCINATION Unknown
TYPHOID PROPHYLAXIS: NUMBER OF COURSES Unknown
DATE OF LAST COURSE Unknown

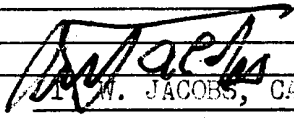
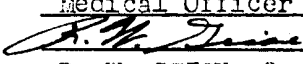
REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE none

SUMMARY OF DEFECTS none

CAPABLE OF PERFORMING DUTIES INVOLVING Arduous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary) Examined and found
physically qualified to perform all duties required as an agent of the Federal Bureau
of Investigation.


R. W. JACOBS, CAPT MC USN
Medical Officer in Command

R. W. GEISE, Comdr, MC USN

DATE OF EXAMINATION 12-3-46

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

WASHINGTON 25, D. C.

Prepared by: *JAY*
 Checked by: *JAY*
 Filed by: *JAY*

MR. LEROY B. SKOUSEN
 PROSECUTION

Date: **JANUARY 28, 1947**
 Personnel Action Number: **F.B.I. 39237 19237**
 Legal Authority:

Nature of Action

Effective: **February 3, 1947**

Position:	FROM Special Agent	TO Special Agent
Grade	CAP 10	CAP 11
Salary	\$4651.20	\$4902
Division and Section Headquarters		
Appropriations	S & E, F.B.I. (NATL. DEF.)	S & E, F.B.I. (NATL. DEF.)
Departmental or Field	<input type="checkbox"/> Dept.	<input checked="" type="checkbox"/> Field

NATURE OF POSITION		
a. VICE Alexander G. Darlington - trans. 7-1-46	b. ADDITIONAL IDENTICAL	c. NEW
P. C. NO.	P. C. NO.	P. C. NO.
Date of Birth		Date of Death

REMARKS

JW / JR

85 FEB 13 1947

**XEROX
FEB 23 1984**

RECORDED 5

[Handwritten signature]

m

AFFIDAVIT

STRIKING AGAINST THE FEDERAL GOVERNMENT

Justice Department

(Dept. or Estab.)

F. B. I.

(Bureau or Office)

San Diego, California.

(Place of Employment)

I, Leroy B. Skousen, do hereby swear (or affirm) that I am not engaged in any strike against the Government of the United States and that I will not so engage while an employee of the Government of the United States; that I am not a member of an organization of Government employees that asserts the right to strike against the Government of the United States, and that I will not while a Government employee become a member of such an organization.

Leroy B. Skousen
(Signature of employee or appointee)

Subscribed and sworn to before me this 23 day of July, 1946
at San Diego, State of Calif.

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b7C

Chief Clerk, Designated by Act of June 6, 1939

[SEAL]

(Title)

(Not needed where none available)

NOTE: Any officer or employee of a department or establishment who is designated in writing by the head thereof to administer oaths in connection with employment as required by law is authorized to administer the affidavit required incidental to the foregoing and such affidavit must be administered without charge or fee and has the same force and effect as affidavits administered by officers having seals.

STATUTORY PENALTY CLAUSE: "Any person who engages in a strike against the Government of the United States, or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States ***and accepts employment the salary or wages for which are paid from any appropriation contained in this Act shall be guilty of a felony and, upon conviction, shall be fined not more than \$1,000 or imprisoned for not more than one year, or both: Provided further, that the above penalty clause shall be in addition to, and not in substitution for, any other provision of existing law."

XEROX

FEB 23 1984

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FILE
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JAN 30 1947

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31 4 03 PM '46
10-50 CLK. 01
DEPARTMENT OF JUSTICE
WASHINGTON 25, D. C.

July 2, 1946.

CIRCULAR NO. 3959

TO ALL EMPLOYEES:

Subject: Affidavit regarding membership in organizations which assert the right to strike against the Government.

Appropriation bills for the fiscal year 1947 provide that no part of the appropriation shall be used to pay the salary or wages of any person who engages in a strike against the Government of the United States or who is a member of an organization of Government employees that asserts the right to strike against the Government of the United States. It is provided that for the purpose of this legislation an affidavit shall be considered prima facie evidence that the person making the affidavit has not contrary to the provisions of this law engaged in a strike against the Government of the United States and is not a member of an organization of Government employees that asserts the right to strike against the Government of the United States.

All employees must execute the affidavit on the other side of this circular. When you have signed the affidavit it should be returned promptly to your immediate supervisor who will forward it through regular channels (for noting against payroll records) to the Administrative Assistant to the Attorney General.

Certifying Officers shall not release salary checks until this affidavit has been prepared and forwarded.



Administrative Assistant
to the Attorney General

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b7c

February 3, 1947

Mr. Leroy D. Skousen
Federal Bureau of Investigation
San Diego, California

Dear Mr. Skousen:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent, \$4651.20 per annum in Grade CAF 10, to the position of Special Agent, \$4902 per annum in Grade CAF 11, effective February 3, 1947.

Sincerely yours,

John Edgar Hoover
Director

9 FEB 6 1947

209437-103

62-340, San Diego
CCO-Selective Service
Movement Section
Mr. J. L. Edwards

XEROX
FEB 23 1984

Tolson
E. A. Tamm
Clegg
Glavin
Ladd
Nichols
Rosen
Tracy
Carson
Egan
Gurnea
Harbo
Hendon
Pennington
Quinn Tamm
Nease
ss Jandy

MAILED 15

JVCld

V. m 8

January 27, 1947

~~PERSONAL AND CONFIDENTIAL~~

Mr. Leroy B. Skousen
Federal Bureau of Investigation
San Diego, California

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital, San Diego, California, on December 3, 1946.

This report reflects that you have no physical defects.

The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

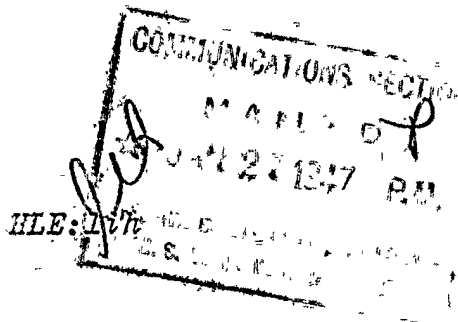
J. E. Hoover

John Edgar Hoover
Director

XEROX
FEB 23 1984

CC: SAC-San Diego

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Carson _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Hendon _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Mr. Nease _____
Miss Gandy _____



FEB 4 1947
97-NCT RECORDED
[signature]

San Diego, California
March 31, 1947

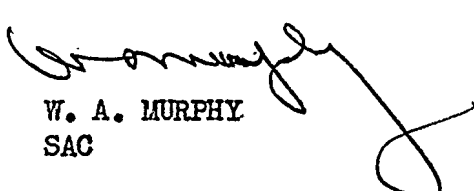
ADDENDUM

0
RE: LEROY B. SKOUSEN -- SPECIAL AGENT
ANNUAL EFFICIENCY RATING

Please refer to the comprehensive Special Efficiency Rating submitted on the above-named Agent under date of January 8, 1947.

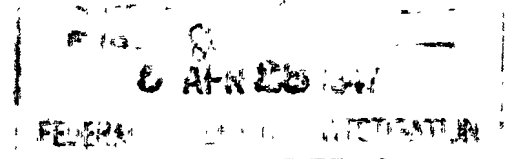
The only additional comment to be made is that Agent SKOUSEN has an Airman's Certificate License #2090-40 entitling him to pilot single-engined planes.

The comments in the report of January 8th are still applicable, and I consider Mr. SKOUSEN to be a GOOD CAF-11 Agent.


W. A. MURPHY
SAC

WAM:jec
67-1240

P.D.S.
LES



XEROX
FEB 23 1984

ANNUAL
REPORT OF
EFFICIENCY RATING

Form approved.
Budget Bureau No. 50-R012.3.

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of 3-31-47 based on performance during period from 4-1-46 to 3-31-47

LEROY B. SKOUSEN
(Name of employee)

SPECIAL AGENT CAF-11
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, SAN DIEGO FIELD DIVISION
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE V if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---	---	---

- ____ (1) Maintenance of equipment, tools, instruments.
____ (2) Mechanical skill.
✓ (3) Skill in the application of techniques and procedures.
____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
✓ (6) Attention to pertinent detail.
____ (7) Accuracy of operations.
+ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
✓ (10) Effectiveness in presenting ideas or facts.
+ (11) Industry.
✓ (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? No)
✓ (14) Ability to organize his work.
+ (15) Effectiveness in meeting and dealing with others.
+ (16) Cooperativeness.
+ (17) Initiative.
✓ (18) Resourcefulness.
✓ (19) Dependability.
✓ (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
____ (22) Effectiveness in adapting the work program to broader or related programs.
____ (23) Effectiveness in devising procedures.
____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
____ (27) Effectiveness in promoting high working morale.
____ (28) Effectiveness in determining space, personnel, and equipment needs.
____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
____ (30) Ability to make decisions.
____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- + (A) Ability to direct & lead a group of Agents on raids & dangerous assignments
✓ (B) Capability for Additional Responsibility
____ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.	Excellent	Rating official <u>GOOD</u> <u>PBS</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.	Very Good	Reviewing official _____
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.	Fair	
Minus marks on at least half of the underlined elements.	Unsatisfactory	

Rated by [Signature] Special Agent in Charge 4-3-47
(Signature of rating official) (Title) (Date)
Reviewed by [Signature] Assistant Director, Federal Bureau of Investigation APR 6 1947
(Signature of reviewing official) (Title) (Date)
Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

5283

Form PR3 Revised (LWOP)

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M Leroy B. SkousenDate March 13 1947

Title

Grade and Salary

Division or Bureau FBIDepartment ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.

Indefinite []*

Remarks Deduct 8 hours on March 8, 1947.J. Edgar Hoover

*IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

XEROX
FEB 23 1984

8. (Bureau)

San Diego, California
February 19, 1947

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b7C

MEMO, SAC

RE: TRAVEL OF SPECIAL AGENT LEROY B. SKOUSEN
BETWEEN FEBRUARY 12 and FEBRUARY 14, 1947

This memorandum is being prepared in accordance with the conversation between yourself and the Writer on February 15, 1947.

On February 12, 1947, the Writer, accompanied by Special Agent MILES L. JOHNSON, left San Diego at 6:40 a.m. We arrived in Los Angeles at 10:30 a.m. for the purpose of appearing before the Grand Jury (file 52-1101). The Writer appeared before the Grand Jury at 3:30 and departed from Los Angeles at approximately 4:35 p.m. for Arlington, California. The Writer arrived at Arlington, California, at 6:30 p.m. where he talked to [redacted] pertaining to Japanese Activities (105-91). The Writer left Arlington at 7:15 p.m. He arrived at Riverside at 7:30 p.m. where he checked in with the Sheriff's Office and left immediately for San Bernardino. The Writer arrived in San Bernardino at 8:00 p.m. *via Bureau car not stated*

On February 13, 1947, the Writer left San Bernardino at 8:15 a.m. He arrived in Riverside at 8:35 a.m. where he immediately checked with the Sheriff's Office for messages. The Writer then visited Local Board 157, Seventh and Main Streets, where he reviewed the records of [redacted] *overnight car garage*

The Writer left Riverside at 10:45 a.m. for Indio. He arrived in Indio at 12:45 where he checked with the Police Department as to a previous criminal record pertaining to [redacted]. The Writer left Indio at 1:30 p.m. and arrived in Mecca, California, at 2:00 p.m. The Writer checked with the Post Office pertaining to [redacted] receipt of mail and possible addresses in Mecca. The Writer left Mecca at 2:45 p.m. and proceeded to Orange, California, where he arrived at 6:15 p.m. The Writer then spoke before the Lutheran Mens Club and departed at 10:30 p.m. for San Bernardino, California. The Writer arrived at San Bernardino at 12 midnight. *XEROX FEB 23 1984*

67-NOT RECORDED-1

REMOVED FEBRUARY 14, 1947, the Writer left San Bernardino at 8:00 a.m. for Riverside, California. He arrived in Riverside at 8:30 a.m. where he checked in with the Sheriff's Office. The Writer then again contacted [redacted] Local Board 157, for the rest of [redacted] file which had not been available the previous day. The Writer left Riverside at 9:45 a.m. *Per file*

32 AUG 19 1954

32 AUG 19 1954

FEB 20 1947

SAN DIEGO FIELD OFFICE

ROUTED TO

MEMO, SAC

RE: SA SKOUSEN

February 19, 1947

for Mecca, California. The Writer arrived at Mecca at 11:55 a.m. where he checked a neighborhood where [] had supposedly resided in 1943. The Writer left Mecca at 12:30 and proceeded to Mortmar, California, where he arrived at 1:00 p.m. The Writer contacted the Foreman of Section 51 of the Southern Pacific Railroad and reviewed all available employment records which were kept on file at the section headquarters. The Writer left Mortmar at 2:30 p.m. for Niland, California, where he arrived at 3:30 p.m. The Writer contacted [] there, Division Paymaster. The Writer left Niland at 4:15 p.m. for San Diego where he arrived at 7:40 p.m.

LEROY B. SKOUSEN, SA

LBS:cw *CW*

[LeRoy B. Skusey]

THANKSGIVING

As we gather together here on this eve of another Thanksgiving and look over the activities of the past year, there are many things that we find to be grateful for. Chief among these are our liberties. I come to you as a representative of a progressive organization which I feel to a large extent is responsible for the protecting of many of the liberties which we have in our country at this time. Let me tell you a little bit about this organization so you will understand more fully what I mean.

The Federal Bureau of Investigation actually came into existence back in 1908. However, at that time it was more or less a political football. Investigators were frequently appointed because of some political "pork barrel" promises which had previously been made to constituents. These individuals did not necessarily have any training and they were paid meager salaries. By the time the year 1924 had rolled around, the Bureau of Investigation was in a deplorable condition. Harlan F. Stone who at that time was the Attorney General of the United States, decided that something had to be done. Federal violations were becoming rampant and there was no agency that could properly cope with the situation.

His first problem then was to find a leader who would be both aggressive and responsible. He began his search. This search eventually ended with locating a young man of 29 years whose name was John Edgar

Hoover. The reason this young man was chosen was due to the fact that

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PERSONNEL FILE

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he had an obsession. He believed that there was no criminal intelligent enough to outwit a properly trained investigator who knew his law and would follow the clues scientifically to a proper conclusion.

Attorney General Stone decided to interview this young man. At the interview he placed the proposition before Mr. Hoover and was very much surprised when Mr. Hoover advised him that he did not want the job. Naturally, the Attorney General asked him why. Mr. Hoover explained that he would not take that kind of a job from anyone under the present circumstances. He stated that the only way he would take such a job would be upon the conditions that politics were entirely eliminated and that he would be allowed to properly choose trained personnel. The Attorney General looked at Mr. Hoover and told him that he could not have the job on any other conditions than Mr. Hoover had just stated. So Hoover took the job.

You can imagine what a problem confronted him. First he had to clean up his own organization, then he had to train a new fighting personnel and then with this personnel he had to minimize crime. Hoover went into the organization and began cleaning house. Those who were misfits went out. Those who had stolen money from the government were prosecuted, such as GASTON B. MEANS. Those who were faithful and had worked hard, stayed on. I might mention, incidentally, that some of those old-time employees who were faithful have become the backbone of this organization.

As soon as the house had been cleaned, Mr. Hoover began enlisting trained personnel who had legal and accounting backgrounds.

The opportunities he offered to young men began attracting individuals with good backgrounds, clean minds and scientific knowledge. Once these young men had been sworn in, they were given a thorough training program. This training program was something new in the field of law enforcement. It was thorough and yet it was brief. When the men emerged from this training program they came forth as an organized team ready to fight a major battle with crime. This is the way that a three phase battle was begun -- the battle for coordinated scientific law enforcement, aggressive investigation of all violators and a concentration of fingerprints for identification in one central filing place.

The Federal Bureau of Investigation has not always had the rights that it now has. In the early days, an FBI Agent could not carry a gun. If he saw a badly wanted fugitive, he had to hunt up a police officer and ask him to arrest the individual. In those days the organization was small, yet despite its smallness and because every individual had been properly trained, it moved with such rapidity that the major gangs which eventually involved our cities were amazed at the "heat" which could be applied against the underworld. We find in the early thirties that gangs had moved into our major cities. Some of these hoodlums actually controlled those cities. Mr. Hoover moved his men into battle positions one by one. Each of these men at their station was on a twentyfour-hour status. Each man forwarded all of his information into Washington, D. C. where it was properly coordinated. In these early thirties, public enemies began making headlines -- those "public enemies number one", a title which shifted from one individual to another with great rapidity. Let me give you a typical example.

On a cold wet night in December, 1933, a small group of men stopped at a fork in the road. The ground was covered with sleet and the wind was bitterly cold. Seven Special Agents, eight police officers and deputy sheriffs spread out in a semi-circle and began creeping toward the house of Public Enemy No. 1 -- "The Tri-State Terror" -- WILBUR UNDERHILL. Suddenly a dog began barking in the darkness, and the men, realizing that speed was necessary, began hurrying forward. UNDERHILL, suspicious and cautious, pulled up a blind in the house and peered out into the darkness. The only thing he could see was sleeting rain. The officers saw that lying on a table next to the window were two converted Luger pistols which had been changed to fire as machine-guns. As the net closed, the Special Agent in charge shouted, "This is the law, WILBUR, put up your hands and don't reach for those guns". UNDERHILL started back in surprise and bewilderment, and then snaked his guns into position. The night was pierced by the chatter of slugs. Fifteen guns spoke in return. UNDERHILL fell backwards with the impact and then rose again, firing as he came. Suddenly, assistance came to UNDERHILL from another portion of the house as a fugitive companion began shooting from a window. A woman began screaming in the house, and the battle was in full sway. Suddenly UNDERHILL made a break for the front door. As he opened the door, he emptied his guns into the night and staggered back against the wall from the impact of additional bullets. UNDERHILL was beaten at his game of killing. His guns were empty and all of his other equipment had been locked in his car. The only thing he could do was attempt to skulk away and die. He staggered

into the night and was found a short distance away with thirteen bullet wounds in his body, three of them fatal. Thus we see the title of "Public Enemy No. 1" moved rapidly from one top criminal to another.

The ROGER TOUHY GANG of Chicago with their kidnappings came and went. Recently you remember ROGER TOUHY came back into society via the jail-break system. He did not stay long — Mr. Hoover saw that he returned.

Incidentally, one of the cardinal rules that Mr. Hoover has abided by is that he asks no man to perform any task in any raid that he is not willing to perform himself. Mr. Hoover has led most of the dangerous raids and gives his men utmost loyalty. He, in return, demands the same loyalty of his men.

With this organized resistance given to crime, we find that bank robbery was the next field to be invaded. Let me give you a typical case history of bank robbery in the thirties, the case of JAKE FLEAGLE and his brother.

RALPH and JAKE FLEAGLE lived on a barren, rock-strewn farm in Iowa. They could not stand the rigorous living of this homestead country, so they left. They wandered west and became acquainted with the police. JAKE spent a year in the Oklahoma State Penitentiary. Finally the boys came home. Mrs. FLEAGLE told the neighbors her boys had struck it rich. The boys had. They moved out, robbed a bank, and moved back home — a perfect place to hide. They were dealing in "horses".

Finally they "cased" the First National Bank of Lamar, Colorado. The date was set for the bank to be robbed, but JAKE had it postponed

because of superstition. It was postponed time and again until one day in May the companions of JAKE FLEAGLE, against his wishes, decided that the bank robbery should be performed - \$218,000 was taken in this bank robbery. Everything was going fine. The citizens of Lamar, Colorado, were held at bay while the money was being scooped up. Suddenly the aged bank president reached for his old .45 which had not been fired in years. It barked and the bullet struck one of the robbers in the jaw. The bank robbers' guns spoke back. The president and his son died. The robbers fled with their loot. Pursuit followed, but the pursuers were stopped by rifle fire.

JAKE and RALPH trapped a physician in Kansas to fix the bank robber whose jaw had been shot. The physician discovered who they were and refused to assist them, so they murdered the doctor. But here JAKE made one mistake; and I think that there is always one mistake in every crime. Probably the first and greatest mistake is that a person never thinks of committing the crime; but in this instance we find that JAKE, in attempting to put up a window in the doctor's car, left a thumb print. The robbers fled to St. Paul with their wounded companion lying on the floor of the car in his blood.

The doctor was discovered dead in his car. This murder was connected with the Lamar bank robbery. The only clue as to who had murdered him was a fingerprint smudge on the window of the automobile. Every fingerprint searcher in the Identification Division of the Federal Bureau of Investigation memorized that print, but no connection to any living individual could be found. Then one day a WILLIAM HOLDEN was

arrested in California and his prints forwarded to Washington by the police. They were found to be those of JAKE FLEAGLE. The classifier of the prints thought that somehow these prints looked familiar and then suddenly he knew that this was one of the prints of the bank robbers of the Lamar Bank of Colorado. A net was thrown around the FLEAGLE homestead. RALPH FLEAGLE was apprehended in the Post Office. ROYSTON, his companion, was trapped while appearing to live as the exemplary husband of a school teacher. JAKE was hunted down and killed in Missouri while resisting arrest. His companions, who were apprehended by the law, were hanged in Colorado.

After such gangs as these mobs had reached a peak, they quickly slipped into oblivion and obliteration. "PRETTY BOY" FLOYD and ADAM RICHETTI came and went. The BARKER MOB rolled in and out in a flaming gun battle in Florida. The kidnapers had their day too, but suddenly in the criminal underworld the word had been newsed around that the old man with the whiskers just did not give up and when it was known that the "G heat" was on, criminals stayed away. Bank robberies became fewer, kidnappings less. It looked as though the problem was diminishing, but as one set of gangsters moved off the stage of crime, it was noted that their leading roles were assumed by another group of individuals -- the deadly Fifth Column of foreign ideologies.

When most of America felt secure, the FBI was called to the duty of ferreting out these skulking rodents. Slowly but surely information was collected against them so that it could be used in the day that it might be needed. As this background information was collected, more

deadly individuals were discovered — the foreign espionage agents. The Department of Justice felt that an example had to be made of some of these espionage agents to make America realize what was happening within her borders.

In 1938 a plot was uncovered in which these foreign agents were attempting to obtain from high officials the entire defense of the eastern seaboard. Attempts were made to obtain codes, Army Air Corps maps, and blueprints of our latest carriers. The case broke with the arrest of the leader, GUNTHER HUMRICK. My, it was certainly surprising how fourteen German diplomats suddenly had urgent business at home. They were fortunate, for they had immunity. Those who had no immunity were not so lucky and were picked up as they boarded boats for home.

This case was presented under our peace-time espionage laws, but America had not yet awakened to her danger for these spies only received a total of fourteen years imprisonment. In their own country they would have been shot.

So the FBI learned that it must wait and work and watch. America had to be protected whether she knew of her danger or not. A network was thrown out to obtain information about enemy agents. The information poured in. The enemy agents were infiltrated from within. Imagine "Sixth Columning the Fifth Column"!

A young man named "HARRY SAWYER" went to Germany to visit his mother. He was a naturalized American citizen. He returned to America a German spy. While in Germany he had his passport taken and was not allowed to leave the country until he had agreed to work for the Nazis.

As a graduate of the famous Hamburg Espionage School, SAWYER came back to America, prepared to blow up bridges and sabotage America in general. He stepped from his boat and went to a hotel room with two friends. Then he sent a cable to Hamburg that he had arrived safely. He was then, and not until then, ready to go to work — for the FBI.

Over a period of time SAWYER eventually became the paymaster for the German spy ring in America. One of his most important missions was to set up a radio station and forward information to Germany.

SAWYER was called upon to work with many of Germany's top agents. The most famous of all of these agents was a man by the name of FRED DUQUESNE who was a personal friend of HITLER and had publicly told the American people how he had sabotaged America in the First World War. He, of all of the agents, was the most cautious. He bragged that in all of his espionage work the FBI was not cognizant of his activities. He cautioned SAWYER not to stir up the FBI.

After SAWYER had laid his plans to set up a radio station, he went to DUQUESNE to ask his advice where he could obtain radio operators. DUQUESNE told him to get them from the German-American Bund as he had previously obtained his agents. So SAWYER went to the German-American Bund. He came back with two strapping German boys who could operate a wireless. DUQUESNE talked to them for two solid hours in German. At the end of that time he walked to the door with the two men with his arms around them. As they paused at the door he said, "Goot boys, goot boys". You bet they were good boys — they were the best we had! Thus all during the war in Europe Germany received her information

through SAWYER's station. She received plenty but all of it had previously been censored by the intelligence forces of this nation.

This station stayed in operation throughout the investigation and did not terminate until DUQUESNE and his gang were suddenly taken out of circulation. In the court room on December 13, 1941, the jury returned to their seats and found the fourteen spies guilty. Nineteen others had previously pled guilty. They received a total of 320 years imprisonment and \$18,000 in fines. At the end of the trial one person in particular seemed most dejected.-- FRED DUQUESNE. He had bragged how no one could follow him, yet in the courtroom he had seen films displaying his every act and some of his most coveted secrets.,

The war has been fought. Spies, saboteurs and espionage agents came with their deadly intentions. They met a solid wall of resistance from the American public and as in the case of the eight saboteurs, they did not succeed. It is with pleasure that we now say no foreign-directed sabotage has occurred during the war.

But even while we fought foreign enemies infiltrating our land, we have found deadly serpents raising their heads once again here at home. So far these dangerous enemies of society have been properly handled. ROGER TOUHY and his mob have gone back to prison. IRVING CHAPMAN was killed in a raging gun battle in the South. Still there are other weather-warning signals which are being raised continually. Young mobs of hoodlums are beginning to rove in our cities. The divorce rate is continually increasing in our land. There are none of us who will deny that the home is the basic factor in our nation. In our cities in the first six months of 1946, an increase in crime was made of thirteen

percent, while in our rural areas, a rise of 19.6 percent was made over the previous year for the same period.

I do not give you these facts in a pessimistic attitude to dampen your spirit of thanksgiving, for we have much to be thankful for. But I give you this information as a word of caution that while today we want to be thankful for the liberties which we have, we must be willing to spend our time and our energy in the future to guard those things we have maintained so that in future thanksgivings we will be able to meet as we have here today with grateful hearts for such God-given liberties as we now possess.

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: 1-20-47

FROM : J. P. Mohr

SUBJECT: REALLOCATIONS

Leroy B. Skousen

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Carson	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Hendon	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Beahm	
Miss Gandy	

Attached is a list of Special Agents in Grade CAF 10 who are eligible for reallocation to Grade CAF 11.

Their Special Agents in Charge have advised they are all developing satisfactorily and there appears to be nothing which would warrant considering them unfavorably for reallocation.

It is recommended they be reallocated to Grade CAF 11, \$4902 per annum, effective 2-3-47.

JEE:dsb

6 FEB 27 1947

— XEROX
FEB 23 1984

The following Special Agents in Grade CAF 10 are to be reallocated^{b6} to Grade CAF 11, effective 2-3-47. ^{b7c}

NAME	EOD	RATING	DIVISION	GRADE FROM AND TO
Beaton, Roy E.	7-5-43 SA(A)	EXCELLENT	Indianapolis	CAF 10, \$4651.20 CAF 11, \$4902
Butts, J. Richard	1-4-43 SA	VERY GOOD	Miami	CAF 10, \$4651.20 CAF 11, \$4902
[REDACTED]	1-3-44 SA	EXCELLENT	Seattle	CAF 10, \$4651.20 CAF 11, \$4902
Coffin, Donald L.	7-19-43 SA	EXCELLENT	Seattle	CAF 10, \$4651.20 CAF 11, \$4902
Drury, Alfred Cecil	7-27-42 SA	VERY GOOD	Seattle	CAF 10, \$4651.20 CAF 11, \$4902
Engelhardt, Joseph G.	1-3-44 SA(A)	VERY GOOD	New Orleans	CAF 10, \$4651.20 CAF 11, \$4902
Franklin, Cecil M., Jr.	1-3-44 SA(A)	VERY GOOD	Kansas City	CAF 10, \$4651.20 CAF 11, \$4902
Hathaway, James E.	8-2-43 SA(A)	EXCELLENT	Philadelphia	CAF 10, \$4651.20 CAF 11, \$4902
Huebsch, George V.	7-5-43 SA	EXCELLENT	Milwaukee	CAF 10, \$4651.20 CAF 11, \$4902
Hughes, William E.	9-27-43 SA	EXCELLENT	Philadelphia	CAF 10, \$4651.20 CAF 11, \$4902
Moyer, Clifford A.	3-22-43 SA	EXCELLENT	Indianapolis	CAF 10, \$4651.20 CAF 11, \$4902
Sandin, Francis J.	1-3-44 SA	EXCELLENT	Philadelphia	CAF 10, \$4651.20 CAF 11, \$4902
Skousen, Leroy B.	7-19-43 SA	VERY GOOD	San Diego	CAF 10, \$4651.20 CAF 11, \$4902
[REDACTED]	6-7-43 SA(A)	EXCELLENT	Philadelphia	CAF 10, \$4651.20 CAF 11, \$4902
[REDACTED]	1-3-44 SA(A)	VERY GOOD	New York City	CAF 10, \$4651.20 CAF 11, \$4902
[REDACTED]	1-3-44 SA(A)	EXCELLENT	Memphis	CAF 10, \$4651.20 CAF 11, \$4902
[REDACTED]	7-5-43 SA	EXCELLENT	Newark	CAF 10, \$4651.20 CAF 11, \$4902

San Diego, California
July 11, 1947

ADDENDUM

0
RE: LEROY B. SKOUSEN -- SPECIAL AGENT
TRANSFER EFFICIENCY RATING

Agent SKOUSEN makes a very good appearance. He is of average height and weight. He wears conservative clothing, is always neatly dressed, and has a pleasing personality. He is mentally alert and is enthusiastic and energetic. He is average as to initiative and resourcefulness.

His dictation is rated between "Very Good" and "Excellent". He operates an automobile carefully and takes good care of the car assigned to him. He is an excellent witness. He has outstanding firearms ability and is qualified for raids and special details. He has done effective physical surveillance work. His reports have been average. He has not developed any outstanding confidential informants in the general investigative field. He has done effective work in the development of informants in connection with Japanese matters. He has a very good attitude toward his work. He is a qualified Bureau speaker. He willingly accepts any emergency assignments and follows them through to a logical conclusion. He appears to be in good physical condition although he has taken sick leave on an above average number of occasions during the past year for minor infections of one type or another. Agent SKOUSEN is a qualified pilot to operate single-engined planes and can be utilized on assignments wherein flying ability would be of advantage.

He is believed to possess supervisory ability and has been afforded limited opportunity to do so.

He is considered a GOOD CAF-11 Agent.

one
W. A. Murphy
SAC

XEROX
FEB 23 1984

WAM:jec
67-1240
VBS
LBS

THREE
JUL 16 1947
208438-105
38
JUL 31 1947
RECORDED

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (x)
PROBATIONAL or TRIAL PERIOD ()

As of 7-11-47 based on performance during period from 4-1-47 to 7-11-47

LEROY B. SKOUSEN

(Name of employee)

SPECIAL AGENT

CAF-11

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, SAN DIEGO OFFICE

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW, MARK EMPLOYEE	1. Study the instructions in the Rating, Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
----------------------------------	--	---

- | | |
|---|--|
| <input type="checkbox"/> (1) Maintenance of equipment, tools, instruments. | <input type="checkbox"/> (21) Effectiveness in planning broad programs. |
| <input type="checkbox"/> (2) Mechanical skill. | <input type="checkbox"/> (22) Effectiveness in adapting the work program to broader or related programs. |
| <input type="checkbox"/> (3) Skill in the application of techniques and procedures. | <input type="checkbox"/> (23) Effectiveness in devising procedures. |
| <input type="checkbox"/> (4) Presentability of work (appropriateness of arrangement and appearance of work). | <input type="checkbox"/> (24) Effectiveness in laying out work and establishing standards of performance for subordinates. |
| <input type="checkbox"/> (5) Attention to broad phases of assignments. | <input type="checkbox"/> (25) Effectiveness in directing, reviewing, and checking the work of subordinates. |
| <input type="checkbox"/> (6) Attention to pertinent detail. | <input type="checkbox"/> (26) Effectiveness in instructing, training, and developing subordinates in the work. |
| <input type="checkbox"/> (7) Accuracy of operations. | <input type="checkbox"/> (27) Effectiveness in promoting high working morale. |
| <input type="checkbox"/> (8) Accuracy of final results. | <input type="checkbox"/> (28) Effectiveness in determining space, personnel, and equipment needs. |
| <input type="checkbox"/> (9) Accuracy of judgments or decisions. | <input type="checkbox"/> (29) Effectiveness in setting and obtaining adherence to time limits and deadlines. |
| <input type="checkbox"/> (10) Effectiveness in presenting ideas or facts. | <input type="checkbox"/> (30) Ability to make decisions. |
| <input type="checkbox"/> (11) Industry. | <input type="checkbox"/> (31) Effectiveness in delegating clearly defined authority to act. |
| <input type="checkbox"/> (12) Rate of progress on or completion of assignments. | |
| <input type="checkbox"/> (13) Amount of acceptable work produced. (Is mark based on production records? <input type="checkbox"/>)
(Yes or no) | |
| <input type="checkbox"/> (14) Ability to organize his work. | |
| <input type="checkbox"/> (15) Effectiveness in meeting and dealing with others. | |
| <input type="checkbox"/> (16) Cooperativeness. | |
| <input type="checkbox"/> (17) Initiative. | |
| <input type="checkbox"/> (18) Resourcefulness. | |
| <input type="checkbox"/> (19) Dependability. | |
| <input type="checkbox"/> (20) Physical fitness for the work. | |

STATE ANY OTHER ELEMENTS CONSIDERED

- ☐ (A) _____
☐ (B) _____
☐ (C) _____

STANDARD Deviations must be explained on reverse side of this form		Adjective rating
Plus marks on all underlined elements, and no minus marks	Adjective rating Excellent	Rating official <u>GOOD</u> <u>BS</u> IBS Reviewing official _____
Plus marks on at least half of the underlined elements, and no minus marks	Very good	
Check marks or better on a majority of underlined elements, and any minus marks overcompensated by plus marks	Good	
Check marks or better on a majority of underlined elements, and minus marks not overcompensated by plus marks	Fair	
Minus marks on at least half of the underlined elements	Unsatisfactory	

Rated by W. A. Murrey Special Agent in Charge XEROX 7-3-47
(Signature of rating official) (Title) (Date)
Reviewed by _____ (Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 15, 1947, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - ~~MONEY ORDER~~) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Mrs. Helen Shousen Address 2652 Preece St.
Relationship Wife Dated 6-14-47.

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Mrs. Helen Shousen Address 2652 Preece St.
Relationship Wife Dated 6-14-47.

Very truly yours,

Leroy B. Shousen
Special Agent

XEROX

FEB 23 1984

*ack
4/21/47
cm*

Zungrod

RECORDED &
67-NOV-8
JUN 8 2 3 1947

0 11391

Form PR3 Revised (LWOP)

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

0
MLeroy B. Skousen

Date May 28, 1947

Title

Grade and Salary

Division or Bureau **FBI**

Department ☐

Appropriation

Field ☒agnet

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 8 hours on May 24, 1947.

J. Edgar Hoover

***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

8. (Bureau)

XEROX
FEB 23 1984

0005

Form PR3 Revised (LWOP)

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M. Le Roy B. Skousen

Date May 22, 1947

Title

Grade and Salary

Division or Bureau

FBI

Department ☐

Appropriation

Field ☒ **Agent**

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 8 hours on May 17, 1947.

J. Edgar Hoover

***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

11 MAY 26 1947

XEROX
FEB 23 1984

8. (Bureau)

0 10541

Form PR3 Revised (LWOP)

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAY

No. _____

M. LeRoy B. Skouson

Date May 15 1947

Title

Grade and Salary

Division or Bureau **FBI**

Department ☐

Appropriation

Field **Agent**

Beginning

Terminating C. O. B.

Indefinite []*

Remarks

Deduct 8 hours on May 10, 1947.

J. Edgar Hoover

***IMPORTANT:**

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

8. (Bureau)

XEROX
FEB 23 1984

67-1027-100
MAY 14 1947
[Signature]

WAM:jec

DICTATION ABILITY OF SPECIAL AGENTS

Inspector MURPHY:

The following tabulation reflects the dictation ability of the Special Agents of the San Diego Office as rated by the stenographic personnel. These ratings should be entered in the respective personnel files of the employees named.

ASSMUS, WILLIAM E.
[REDACTED]

EXCELLENT

GLICK, RUSH G.

VERY GOOD

HAACK, IVAN D.

EXCELLENT

HIGGINS, HAROLD P.

EXCELLENT

HIGSON, NORMAN S.

EXCELLENT

HUISKAMP, WILLIAM L.

EXCELLENT

JOHNSON, HILES L.

EXCELLENT

JOVICK, WILLIAM J.

EXCELLENT

KIRBY, EDWARD J.
[REDACTED]

GOOD

MARTINDALE, WILBUR L.
[REDACTED]

VERY GOOD

EXCELLENT

EXCELLENT

EXCELLENT

NORDMARKEN, OLIVER G.
[REDACTED]

EXCELLENT

VERY GOOD

PEYTON, JOHN E.
[REDACTED]

VERY GOOD

VERY GOOD

VERY GOOD

SKOUSEN, LEROY B.
[REDACTED]

VERY GOOD

EXCELLENT

VERY GOOD

EXCELLENT

VERY GOOD

WRIGHT, FRANKLIN E.

EXCELLENT

Self-Inspection Report
San Diego Office
SAC W. A. MURPHY
March 3, 1947

EX-100
FEB 23 1934



IN REPLY, PLEASE REFER TO
FILE NO. _____

United States Department of Justice
Federal Bureau of Investigation

Los Angeles, California
July 14, 1947

FD-67
(5-19-47)



Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR DEPARTURE OF
EMPLOYEES ON SPECIAL OR COURT ASSIGNMENTS;
ALSO NOTICE OF ARRIVAL OR DEPARTURE OF EMPLOYEES ON TRANSFER

NAME 0 LEROY B. SKOUSEN
OFFICE OF ASSIGNMENT LOS ANGELES
NATURE OF ASSIGNMENT TRANSFER
ARRIVED 8:15 AM JULY 14, 1947
(Time and Date)
REPORTED FOR DUTY (necessary only for arrivals on transfer):
SAME TIME
DEPARTED _____
DESTINATION _____

Following information to be furnished only when an employee
arrives your office on transfer:

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:

NAME MRS. HELEN M. SKOUSEN
ADDRESS 2652 PREECE STREET, SAN DIEGO
RELATIONSHIP WIFE

Very truly yours,

R. B. HOOD

AB
AIR MAIL

XEROX
FEB 23 1984

SAC

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
October 27, 1947

Director, FBI

Re: LEROY B. SKOUSEN
Special Agent

b6
b7C

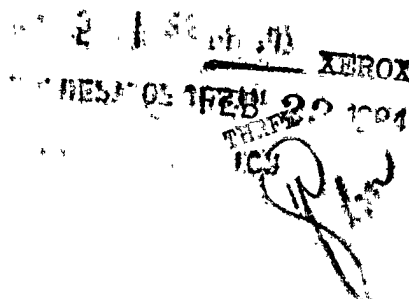
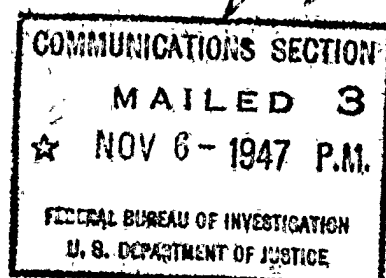
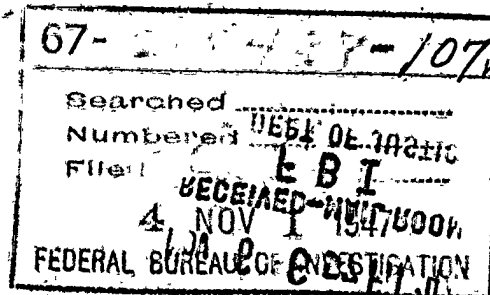
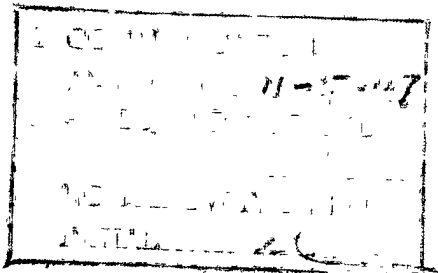
Dear Sir:

For the Bureau's records, a son was
born to Special Agent and Mrs. SKOUSEN on [redacted]
and has been named [redacted]

Very truly yours,

RBH:AB


R. E. HOOD, SAC.



RHE:CMF

LERROY B. SKOUSEN

Special Agent

ENTERED ON DUTY

July 19, 1943

SALARY:

\$4902.00

OFFICES OF PREFERENCE:

1. Los Angeles

SAC HOOD:

This Agent is presently assigned to the Applicant Squad. His volume of work has been average. He is a thorough investigator, requiring less than average supervision. He has worked after the regular working hours to bring his cases to a logical conclusion. He is mentally alert, enthusiastic and energetic. He has been average as to initiative and resourcefulness. His firearms scores are above average, and he is qualified to go on raids and special details. He is a qualified Bureau speaker.

Rating: GOOD.

3 NOV 5 1947
67-NOT RECORDED *SE*

SELF-INSPECTION REPORT
LOS ANGELES OFFICE
SAC HOOD
AUGUST 28, 1947

____ XEROX
FEB 23 1984

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. 0 5315M Le Roy B. SkousonDate October 29, 19 47

Title

Grade and Salary

Division, or Bureau FBIDepartment ☐

Appropriation

Field ☒ Agent

Beginning

Terminating C. O. B.Indefinite ☐*Remarks Deduct 8 hours on October 25, 1947.J. Edgar Hoover

*IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

67-NOT RECORDED 6
56XEROX
FEB 23 1984

6. (Bureau)

copy/wh

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE
San Diego 1, California
June 10, 1947

b6
b7c

~~CONFIDENTIAL~~

Director, FBI

RE: AGENT PERSONNEL
SAN DIEGO OFFICE

Dear Sir:

As of June 1, 1947, there were 573 pending cases in the San Diego Office, with a total of 23 Special Agents including myself:

Agents [redacted] and SEYMOUR S. OWENS, who were only recently assigned to this office after returning from SIS in Paris and Havana respectively, are resigning during the current month. Therefore, for the 26 retaining Agents there will be an approximate average case load of 22. Our present delinquency is but 19%.

It is recommended that the Bureau consider transferring the following employees:

LEROI B. SKOUSEN

Agent SKOUSEN'S wife has been in ill health. It may be that the Bureau might desire to transfer him to a nearby office such as Los Angeles where his wife would have the benefit of favorable climatic conditions.

[redacted]
[redacted] is single and is a Grade CAF-12 Agent. It is recommended that he be considered for assignment in one of the West Coast Offices. His offices of preference are San Diego, Portland, and Los Angeles.

Very truly yours,

s/ J. A. MURPHY
W. A. MURPHY
SAC

WAM:jec
66-52

XEROX
FEB 23 1984

Federal Bureau of Investigation
United States Department of Justice

Los Angeles, California
November 26, 1947

b6
b7C

Director, FBI

Re:

SA APPLICANT

Dear Sir:

Reference is made to Bureau letter of November 15, 1947 to [redacted] San Diego, California, a copy of which was directed to the San Diego Office, instructing that inquiries be made to determine the full facts concerning information apparently given to the above-named applicant. The San Diego Office referred this matter to Los Angeles inasmuch as Special Agent LEROY B. SKOUSEN is presently assigned here.

This Agent's memorandum with reference to this situation is being attached to this communication. In it he admits that he informed the applicant the reason why he was not acceptable to the Bureau. Obviously, this lack of discretion and violation of Bureau instructions is inexcusable and it is recommended that Agent SKOUSEN be reprimanded and receive a reduction in salary of \$200.00 per annum.

Very truly yours,

RBH:AB
Enc. 1
AIR MAIL

6 DEC 15 1947

R. B. HOOD, SAC.

67- 4438-108
Searched
Number
File 56
4 DEC 2 1947
FEDERAL BUREAU OF INVESTIGATION

*Trans Glavin
12/8/47
CRD/NS*



XEROX
FEB 23 1984

CRD/NS

Office Memorandum • UNITED STATES GOVERNMENT

TO : SAC

FROM : SPECIAL AGENT LEROY B. SKOUSEN

SUBJECT: [REDACTED]
SA - APPLICANT

DATE: November 25, 1947

This memorandum is being prepared as a result of information given to the above applicant.

The writer became acquainted with [REDACTED] in the latter part of 1945. The writer later became better acquainted with the applicant when he gave several Bureau speeches at some of the San Diego High Schools. During this time the writer found that the applicant was an individual of exceptionally high character. During his few years as a teacher in the Linda Vista High School he had become quite influential in the field of education for the San Diego area. Because of his outstanding qualities the writer recommended to him that he place his application with the Bureau for the position of Special Agent. He did so in April, 1947. Several weeks later he advised the writer that his friends had told him that the Agents had been around checking his background. He stated that he was particularly desirous of obtaining his appointment before he was required to sign next year's teaching contract. Because of this fact he asked me how he was making out. I told him that I hadn't heard anything bad about him, but that I was not handling his case and he would have to talk to SAC WILLIAM MURPHY. He did call SAC MURPHY several times and was advised each time that no information had been received from the Bureau.

After several months had passed, word was received from the Bureau that the applicant had written a post card to an individual receiving the DAILY WORKER, in which he had "wished him health and luck in his search for truth." For this reason, [REDACTED] was not being considered for the position of Special Agent. In the meantime [REDACTED] called the office on several occasions to ask if any word had been heard from the Bureau. He also asked the writer and the writer advised him that any information he received would have to come directly from the Bureau. No information was given him, either by the writer or the office, as to the fact that he was not going to receive his appointment. At this time [REDACTED] explained that he should have signed his teaching contract some time ago, but he didn't want to sign it if he was going to receive his appointment. He finally wrote to the Bureau and was advised that his application had been received and, although it could not be considered at the present time, it was being held for future reference. He showed me the letter and asked what he should do. I told him that it looked as if his appointment had been postponed and that he should go ahead with his other employment. [REDACTED] seemed greatly concerned over his teaching

XEROX
FEB 23 1984

MEMO SAC

RE: [REDACTED]
SA - APPLICANT

contract at that time. He did not want to sign it and then have to break it. He felt that it would be against his principles to sign the contract and then break it to take a better job at more lucrative pay. Because of this he went to the principal where he taught and gained permission to withhold signing his contract until the fall term began. As the fall term approached [REDACTED] stated that he couldn't understand why the Bureau didn't advise him one way or the other. He stated that he knew people who put in their applications after he did who were being given appointments from both the Los Angeles and San Diego areas.

In the middle of September, 1947, [REDACTED] came to the writer and advised that he had been given an ultimatum to sign his contract if he intended to teach next year. He stated that he was considering discontinuing his employment as an instructor and taking some temporary employment until his appointment came through. He advised that he had been told in the San Diego office that no word had been received from the Bureau other than that which he had already received and, therefore, he was considering writing another letter to the Bureau. The writer saw that [REDACTED] was becoming more deeply involved in a rather embarrassing situation and since he was so enthused in obtaining the position of Special Agent in that he was actually willing to sacrifice his job, the writer decided to attempt to correct him in his mistaken intentions.

At that time the writer explained to [REDACTED] that, due to the troubled conditions of the world and the tremendous responsibilities placed upon the FBI for the security of the American people, the FBI had to take extreme and cautious securitive measures. There was no other way of accomplishing the protective program of the United States. Thus, in considering persons for employment with the FBI, the Bureau must of necessity eliminate all persons who had any contact of any kind with individuals of a subversive trend. I advised him that we had ascertained that he had once written a post card to such an individual some years ago and that, therefore, his application could not be considered now but might be considered at some future time. He was advised that this was no reflection upon him but was a securitive measure for the benefit of himself and the rest of America. I told him further that he should, therefore, continue his teaching and not depend upon the appointment in the immediate future. [REDACTED] was advised that this postponement did not infer any subversive activity on his part. At that time [REDACTED] seemed greatly relieved. He stated that he respected the judgment of the Bureau in such matters and was glad that they were so cautious. He did state, however, that he was very sorry that his appointment had been delayed indefinitely; but he was glad that the

MEMO SAC.

b6
b7C

RE: [REDACTED]

SA - APPLICANT

mental strain of waiting had been removed. [REDACTED] advised that he would gladly go on teaching and would still desire the position of Special Agent if it were ever offered him. During this time the writer never conversed upon this matter with the applicant's wife.

The writer takes full responsibility concerning the above unfortunate incident. At the time he felt that he was using the best method to remove the Bureau from an embarrassing position and from making an enemy of a very cooperative friend. Now, however, the writer realizes he was very indiscreet and used very poor judgment in handling this matter. He realizes that a situation of dispensing Bureau information to outside sources can not be tolerated. The writer will see that no such indiscretion occurs in the future.

Director, FBI

November 21, 1947

SAC, San Diego

[REDACTED]
SA - APPLICANT

ReBulet 11-15-47 addressed to [REDACTED] of San Diego in response to her inquiry of November 7th, copies of which were forwarded the San Diego Office.

Inquiry reveals that SA LE ROY B. SKOUSEN, who was listed as a reference by the applicant at the time this matter was under investigation, has disclosed to the applicant the reason for his not being afforded favorable consideration by the Bureau. Since SA SKOUSEN is now assigned to the Los Angeles Office, the copies of the incoming communications from the Bureau are being forwarded the Los Angeles Office in order that Agent SKOUSEN may submit a memorandum concerning the nature of the disclosures made by him to [REDACTED] as to the status of the latter's application for appointment as a Bureau employee. The Los Angeles Office will forward the content of Agent SKOUSEN'S memorandum to the Bureau.

WAM:jec

67-1354

cc - Los Angeles (Enclosures - 2)

6 DEC 15 1947

XEROX
FEB 23 1984

DEPARTMENT OF JUSTICE
NOTICE OF LEAVE WITHOUT PAYNo. 0 58896, 1947M. Leroy B. SkousenDate November 2, 1947

Title

Grade and Salary

Division or Bureau FBIDepartment ☐

Appropriation

Field ☒ agent

Beginning

Terminating C. O. B.

Indefinite ☐*Remarks Deduct 8 hours on November 1, 1947.J. Edgar Hoover

*IMPORTANT:

This form to be used for reporting all leave without pay EXCEPT military.

Persons returning to duty subsequent to this report or from indefinite leave will not be restored to the pay roll until Form PR3a (LWOP) is submitted.

15 DEC 5 1947

67-NOT RECORDED

79

6. (Bureau)

XEROX
FEB 23 1984

FEDERAL BUREAU OF INVESTIGATION
UNITED STATES DEPARTMENT OF JUSTICE

CC 150
aw
W
W

JW/nl
To: COMMUNICATIONS SECTION.

DECEMBER 10, 1947

Transmit the following message to:

ROUTINE
SAC, LOS ANGELES

PERSONAL ATTENTION

SPECIAL AGENT LEROY B. SKOUSEN BEING SUSPENDED WITHOUT PAY
FROM BEGINNING OF WORKING DAY DECEMBER ELEVENTH TO THE CLOSE
OF WORKING DAY DECEMBER TWENTYFOURTH. ACTION TAKEN BECAUSE
OF HIS DISREGARD OF BUREAU REGULATIONS. SECURE GOVERNMENT
PROPERTY.

HOOVER

5 DEC 30 1947

67-208438-109
Searched
Numbered 55
Filed 55
6 DEC 10 1947

DEPT. OF JUSTICE
10 12 32 PM '47

- Mr. Tolson
- Mr. E. A. Tamm
- Mr. Clegg
- Mr. Glavin
- Mr. Ladd
- Mr. Nichols
- Mr. Rosen
- Mr. Tracy
- Mr. Egan
- Mr. Gurnea
- Mr. Harbo
- Mr. Mohr
- Mr. Pennington
- Mr. Quinn Tamm
- Tele. Room
- Mr. Nease
- Miss Gandy

[Handwritten signatures and initials]

RECEIVED READING ROOM
DEC 10 11 47 AM '47

XEROX
FEB 23 1984

JW/nl *nl*

SENT VIA 1122P M Per K

aw

Office Memorandum • UNITED STATES GOVERNMENT

b6
b7C

TO : Mr. Glavin

DATE: 12/8/47

FROM : H. L. Edwards

SUBJECT: LEROY B. SKOUSEN
Special Agent - Los Angeles

Re: DIVULGING CONFIDENTIAL INFORMATION

3 fms

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

As you will recall, in my memorandum to you dated 11/14/47, reference was made to a communication received at the Bureau from the wife of [redacted] Special Agent applicant of San Diego, California. In her communication, she disclosed that certain derogatory information procured during the investigation of her husband was imparted to her husband by an employee of the Bureau whom she did not identify. She also requested to be advised of the exact status of her husband's application.

SAC Hood of the Los Angeles Office has advised that it has been conclusively established that Agent Leroy B. Skousen was solely responsible for divulging the derogatory information to the applicant. The SAC has obtained a detailed statement from the Agent who has assumed the entire responsibility in this matter.

BACKGROUND:

As you will further recall, in [redacted] communication, she advised that her husband was completely investigated by the Bureau and after receiving no satisfaction from the Bureau as to the exact status of her husband's application, "one of our good friends employed by the Bureau did a little investigating of his own" and learned of the derogatory information in the possession of the Bureau. She felt that it was strange that her husband should have been linked with a Communist, as reflected in the derogatory information procured by the Bureau, since he has never entertained a Communist thought in his life. She then remarked that the friend of theirs in the Bureau felt that a mistake had been made in this case and wrote to the Bureau to so advise them but received a reply that there was absolutely no hope of favorable consideration being given to the applicant at that time. [redacted] communication was acknowledged at which time she was informed that no encouragement could be offered relative to appointive action in her husband's case at this time.

RECORDED

67-208438-110

The investigation of the applicant disclosed that the Bureau files reflected in the case entitled, [redacted] "Disaffection", that [redacted] was discharged from the U. S. Army because of adverse information to the effect that he was radical, pro-Communist, subscribed to the Daily Worker, rendered the Nazi salute and favored other forms of Government. A postcard postmarked 11/26/43 in San Diego, California, was received by subject [redacted] from [redacted] (the applicant) on

start pg 2 here

XEROX
FEB 23 1984 JAN 29 1948

3 fms

Memo to Mr. Glavin

- 2 -

12/8/47

which appeared the remarks, "I hope you are in the best of health and that you are continuing in your study for truth. May you always be guided in that quest". Under date of 5/26/47, the Bureau advised the San Diego Office of the foregoing information. It might also be noted that the applicant was not called for military service during the recent war. However, it was learned that he was granted continuous deferments by virtue of his having been a member of the Mormon "Bishopric" and thus was considered a member of the clergy.

COMMENTS OF AGENT SKOUSEN:

Agent Skousen, who was assigned to the San Diego Office until 7/14/47, advised in a detailed statement that he became acquainted with the applicant in 1945 and promptly observed that the applicant was a man of considerable influence in the field of education in the San Diego area and because of this and his outstanding qualities, the Agent suggested to him that he file an application for a position with the Bureau. This was done and shortly thereafter, the applicant disclosed to the Agent that he would be required to sign a teaching contract for the scholastic year beginning September 1947 but before doing so, he was anxious to determine the exact status of his application with the Bureau. He informed the Agent that he would not sign the contract if he were assured of an appointment to the Bureau as he was extremely anxious to become affiliated with the FBI. After being unable to obtain a definite opinion from the Bureau, the applicant confronted the Agent on several occasions concerning the status of his application and finally, during mid-September of the present year, [redacted] finally advised the Agent that he had been given an ultimatum to sign his contract if he intended to teach for the scholastic year beginning in September of 1947.

Agent Skousen advised that [redacted] was becoming more deeply involved in a rather embarrassing situation and in order to correct him in his mistaken intentions, he explained to [redacted] that due to the troubled conditions of the world and the tremendous responsibilities placed upon the FBI for the security of the American people, the Bureau was compelled to take extreme and cautious security measures and that there was no other way of accomplishing the protective program of the United States. He advised that he disclosed to the applicant that the Bureau had ascertained that he had once written a postcard to an individual whose loyalty was under question and therefore, the applicant could not be considered at that time but might be considered at some time in the future. He added that [redacted] was told to continue his teaching profession and not to depend upon an appointment to the Bureau in the immediate future but that this postponement did not infer any subversive activity on his part. The Agent advised that at no time did he discuss this matter with the applicant's wife.

FEB 23 1984

12/8/47

The Agent took full responsibility concerning this particular incident and stated that at the time he felt that he was using the best method to remove the Bureau from an embarrassing position and from making an enemy of a very cooperative friend. He added that he now realizes that he was very indiscreet and used very poor judgment in handling this matter and further realized that the situation of dispensing Bureau information to outside sources could not be tolerated. He concluded by stating that he would see to it that such indiscretions do not occur in the future.

COMMENTS OF SAC HOOD:

The SAC at Los Angeles to which office the Agent was transferred on 7/14/47 from San Diego informed the Bureau that the lack of discretion and violation of Bureau instructions on the part of Agent Skousen was inexcusable and recommended that he be reprimanded and receive a reduction in salary of \$200 per annum.

A PERMANENT BRIEF OF THIS AGENT'S FILE IS ATTACHED. A review of it reflects that the agent, a brother of Special Agent Cleon Skousen, also assigned to the Los Angeles Office, entered on duty as a clerk on 8/4/41 and was appointed a Special Agent on 7/19/43. Under date of 4/17/45, he requested a transfer to the Los Angeles Office because of ill health on the part of his wife and on 10/26/45, the Director advised him that it was not possible to transfer him to Los Angeles but that he was being transferred to San Diego and on 11/26/45, he reported to the San Diego Office. As previously stated, he was transferred to the Los Angeles Office on 7/14/47. His progress as an Agent has been highly satisfactory and no disciplinary action has ever been taken against him. It might also be noted that he is married, has three children, is presently assigned to his office of preference and is in Grade CAF-11 at a salary of \$4902 per annum.

RECOMMENDATIONS:

Although this Agent has assumed full responsibility for disclosing the aforementioned confidential information to the applicant and has stated that he felt that he was using the best method to remove the Bureau from an embarrassing position and from making an enemy of a very cooperative friend, it is nevertheless felt that his indiscretion and utter lack of good judgment in this instance in breaching one of the fundamental precepts of the Bureau was absolutely inexcusable. It is therefore recommended:

- (1) That he be suspended without pay for a period of two weeks. (It is noted that the effect of this suspension will be practically the same as SAC Hood's recommendation.)

Memo to Mr. Glavin

- 4 -

12/8/47

- (2) That he be placed on probation for six months.
- (3) That a severe letter of censure be directed to him.

W. H. Edwards

GRD:rs

I agree

12/8

OK. & He is to be transferred. Agents will not be allowed officers of preference when they conduct themselves improperly.

Transfer to Portland

Transfer letter prepared 12-10-47
vsh.

Gould
12-10-47
W.H.E.

W.H.E. to SAC
Letter to SAC
Letter to SAC
ad 12-10-47
W.H.E.

December 10, 1947

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Los Angeles, California

Dear Sir:

The Bureau is in receipt of information indicating you recently divulged to a Bureau applicant certain confidential information of a derogatory nature which had been secured during the investigation of this applicant. Your indiscretion and utter lack of good judgment in breaching one of the fundamental precepts of the Bureau in this instance are considered absolutely inexcusable and I am writing to advise you of my extreme displeasure over the entire incident.

In view of the foregoing you are advised you are being suspended without pay from the beginning of the working day on December 11, 1947 to the close of the working day on December 24, 1947, and placed on probation for a period of six months. It is assumed your experience will serve as a warning and that there will be no further need to admonish you in regard to such matters in the future.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

CC - SAC, Los Angeles (PERSONAL ATTENTION)
SAC, Portland (PERSONAL ATTENTION)

The work of Mr. Skousen should be very closely supervised and a special efficiency report together with your recommendation as to whether he should be removed from probation, should be submitted at the expiration of six months.

CC - Mr. J. E. Edwards (PERSONAL ATTENTION)

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

COMMUNICATIONS SECTION
Movement Section
Leave Clerk
MAILED 6
★ DEC 10 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE

XEROX
FEB 23 1954

December 10, 1947

Special Agent in Charge
Los Angeles, California

PERSONAL ATTENTION

Dear Sir:

Confirming the Bureau's wire of recent date, there is enclosed a letter addressed to Special Agent Leroy B. Skousen suspending him without pay from the beginning of the working day on December 11, 1947 to the close of the working day on December 24, 1947 and placing him on probation for six months.

This action is being taken because of his disregard of Bureau regulations.

You should secure all Government property now in the possession of Agent Skousen and retain same until he returns to duty.

Very truly yours,

J. Edgar Hoover
John Edgar Hoover
Director

Enclosure

5 DEC 30 1947

COMMUNICATIONS SECTION
RECEIVED
DEC 10 1947 P.M.
FEDERAL BUREAU OF INVESTIGATION
U. S. DEPARTMENT OF JUSTICE

Mr. Tolson
Mr. E. A. Tamm
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

RECEIVED READING ROOM
DEC 10 11 47 AM '47
FEB 23 1984
XEROX

U. S. DEPARTMENT OF JUSTICE
FEDERAL BUREAU OF INVESTIGATION
WASHINGTON 25, D. C.

Approved by: *[Signature]*
Checked by: *[Signature]*

MR. LEROY B. TROTT

MR. Leroy B. Skousen

SUSPENSION

Date
December 10, 1947

Personnel Action Number
F.B.I. - 6352

Legal Authority

8809

Nature
of Action

Effective

Exp. 9:00 am, 12/11/47 to ed 12/24/47 (14 calendar days)

Position

FROM

TO

Special Agent

Grade

CAP 11

Salary

\$4902

Division

and

Section

Headquarters

Appropriations

S & E, F.B.I.

S & E, F.B.I.

Departmental
or Field

Dept.

Field

Dept.

Field

NATURE OF POSITION

a. VICE

b. ADDITIONAL IDENTICAL

c. NEW

P. C. NO.

P. C. NO.

P. C. NO.

Date of Birth

Date of Oath

REMARKS

sw/sk

11 DEC 21 1947

RECORDED 5

Suspend without pay for a period of 14 calendar days beginning 9:00 am, 12/11/47 and ending ed 12/24/47. This action is being taken in view of Mr. Skousen's disregard of Bureau regulations. The provisions of the Veterans' Preference Act of 1944 have been complied with.

XEROX
FEB 23 1984

3509 Marguerite Street,
Los Angeles 41, California
December 25, 1947

Mr. Skousen

J. Edgar Hoover,
Director,
Federal Bureau of Investigation,
Washington, D. C.

Dear Mr. Hoover:

I just want to take the opportunity of advising you how sincerely I regret the incident which occurred several months ago in San Diego as a result of poor judgment on my part in dealing with an applicant whom I had encouraged to enter the service.

The manner in which this entire incident has backfired and caused embarrassment to the Bureau is the most regrettable experience of my life. I obviously let the Bureau down. Personally, the most unfortunate aspect of it is the fact that the trust which I know you have for your men, has in my case been temporarily shaken. This has truly taught me a great deal concerning my responsibility as an Agent, and that irrespective of how well-meaning one's intentions may be, a disregard of Bureau policies and restrictions is both inexcusable and dangerous.

As for the administrative action which you have found necessary to take in my case, I only want to say that I have learned my lesson and I appreciate the privilege of at least continuing in the service so as to eventually redeem my record. I have just completed a house here and I hoped to establish my family in Los Angeles. However, I have no one but myself to blame for the action the Bureau has taken, and I accept it with the resolve that never again will I permit anything to occur which will result in concern or embarrassment to you or the service.

Respectfully,

Leroy B. Skousen
Leroy B. Skousen

6 JAN 10 1948

67-208438-113	
Searched
Number	55
Filed
JAN 29 1948	
FEDERAL BUREAU OF INVESTIGATION	

XEROX
FEB 23 1984

LERoy B. SKOUSEN

LOS ANGELES

JANUARY 12, 1948

This is a special efficiency report on Agent SKOUSEN who is under transfer to the Portland Office. He entered on duty as a Special Agent July 19, 1943 and has been assigned to the Los Angeles Office since July 14, 1947.

He is of average height and weight and makes a good appearance. He has a pleasant personality and creates a favorable impression. From July 14, 1947 to August 21, 1947, he handled Bureau, Departmental, Central Intelligence Group and Atomic Energy Act Applicant investigations. His volume of work was average, requiring less than average supervision. His work showed that he is a thorough investigator. He is interested in his work, conscientious and has devoted his own time after working hours to bring his cases to a logical conclusion.

Since August 21, 1947, he has spent most of his time in contacting educational institutions and other sources for prospective employees for the Bureau. In this contact work he has done very well in securing applicants for this organization. He has exercised initiative and resourcefulness in handling this special assignment.

He is a qualified Bureau speaker. He is rated as an excellent dictator. He has not had the opportunity to testify before the Federal Grand Jury or in the District Court while in this office but I believe he would make a satisfactory witness. His firearms scores have been above average and he is qualified for raids and special details.

The Bureau is fully aware of a recent situation in which this Agent exercised exceedingly poor judgment in disclosing to a potential Bureau employee information from the Bureau's files concerning his investigation. Obviously, such lack of judgment is uncalled for and as a result the Bureau has taken administrative action and placed him on probation.

67-208438-114
Searched
Numbered
Filed
13
52
FEDERAL BUREAU OF INVESTIGATION

RBH:AB

R. B. HOOD
Special Agent in Charge

2 JAN 28 1948

XEROX
FEB 23 1984

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL ()

As of JAN. 12, 1948 based on performance during period from JULY 14, 1947 to JAN. 12, 1948

LEROY B. SKOUSEN

SPECIAL AGENT CAF 11

(Name of employee)

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION

LOS ANGELES

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	CHECK ONE:
	2. Underline the elements which are especially important in the position.	Administrative, supervisory, or planning _____ <input type="checkbox"/>
	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions.	All others _____ <input checked="" type="checkbox"/>
	b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	

- _____ (1) Maintenance of equipment, tools, instruments.
- _____ (2) Mechanical skill.
- ✓ (3) Skill in the application of techniques and procedures.
- _____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ✓ (5) Attention to broad phases of assignments.
- ✓ (6) Attention to pertinent detail.
- _____ (7) Accuracy of operations.
- _____ (8) Accuracy of final results.
- _____ (9) Accuracy of judgments or decisions.
- ✓ (10) Effectiveness in presenting ideas or facts.
- _____ (11) Industry.
- ✓ (12) Rate of progress on or completion of assignments.
- ✓ (13) Amount of acceptable work produced. (Is mark based on production records? _____) (Yes or no)
- ✓ (14) Ability to organize his work.
- _____ (15) Effectiveness in meeting and dealing with others.
- _____ (16) Cooperativeness.
- _____ (17) Initiative.
- ✓ (18) Resourcefulness.
- _____ (19) Dependability.
- _____ (20) Physical fitness for the work.

- _____ (21) Effectiveness in planning broad programs.
- _____ (22) Effectiveness in adapting the work program to broader or related programs.
- _____ (23) Effectiveness in devising procedures.
- _____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- _____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- _____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- _____ (27) Effectiveness in promoting high working morale.
- _____ (28) Effectiveness in determining space, personnel, and equipment needs.
- _____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- _____ (30) Ability to make decisions.
- _____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ Ability to direct and lead a group of
- _____ (A) Agents on raids and dangerous assignments.
- ✓ (B) Capability for additional responsibility.
- _____ (C) _____

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating
Excellent
Very Good
Good
Fair
Unsatisfactory

Rating official FAIR

Reviewing official _____

Rated by [Signature]
(Signature of rating official)

SPECIAL AGENT IN CHARGE
(Title)

JANUARY 12, 1948
(Date)

Reviewed by _____
(Signature of reviewing official)

(Title)

(Date)

Rating approved by efficiency rating committee _____
(Date)

Report to employee _____
(Adjective rating)



IN REPLY, PLEASE REFER TO
FILE NO. _____

United States Department of Justice
Federal Bureau of Investigation

Portland, Oregon
January 14, 1948

FD-67
(5-19-47)



Director, FBI

Dear Sir:

NOTICE OF ARRIVAL OR DEPARTURE OF
EMPLOYEES ON SPECIAL OR COURT ASSIGNMENTS;
ALSO NOTICE OF ARRIVAL OR DEPARTURE OF EMPLOYEES ON TRANSFER

NAME LEROY B. SKOUSEN

OFFICE OF ASSIGNMENT Portland, Oregon

NATURE OF ASSIGNMENT Transfer from Los Angeles Office

ARRIVED 7:50 AM January 14, 1948
(Time and Date)

REPORTED FOR DUTY (necessary only for arrivals on transfer):

8:25 AM January 14, 1948

DEPARTED _____

DESTINATION _____

Following information to be furnished only when an employee
arrives your office on transfer:

PERSON TO BE NOTIFIED IN CASE OF AN EMERGENCY:	
NAME <u>Mrs. Helen L. Skousen</u>	Searched _____
ADDRESS <u>3511 Marguerite Street, Los Angeles, CA 90008</u>	Numbered <u>21</u>
RELATIONSHIP <u>Wife</u>	Filed <u>94</u>
FEDERAL BUREAU OF INVESTIGATION	

Very truly yours,

SAC H. I. BOBBITT

XEROX
FEB 23 1984

2 JAN 29 1948

Portland, Oregon
March 31, 1948

0
LEROY B. SKOUSEN
SPECIAL AGENT, CAF-11
ANNUAL EFFICIENCY REPORT

This agent is neat in his personal dress and appearance, has a good personality, and has applied himself diligently and been industrious since his arrival in the Portland Division. He is intelligent and enthusiastic.

With regard to his dictating ability, he has been rated between good and very good by the stenographers, the suggestion being made for improvement of his dictation that he be more thorough in his preparation, particularly from a Bureau procedural standpoint. He has not appeared before Grand Jury in this district; however, from my observation I believe he should be able to handle himself capably in the witness chair. His firearms ability is above average. He should be able to handle himself upon dangerous assignments. He has operated on a physical surveillance since arrival in this territory and handled himself entirely satisfactorily. His reports have required less than the average amount of correction. He submits his reports in good form. He has, as I said earlier, applied himself diligently to his work, spending a considerable amount of extra time in development of cases, and has accomplished a good volume of work. He has also been alert to development of information pertinent to the general investigative duties, particularly the crime survey, in the territory in which he was working. He has developed one confidential informant who should be of considerable value to this office. His contacts with law enforcement officers have been very good, and I have heard a number of commendatory remarks from the police chiefs in the territory in which he was working. He is a qualified Bureau speaker and has appeared before a limited number of groups in his territory, carrying out these assignments capably. He has developed a large number of sources of information since being in this territory, and his contacts with business people have been very good. He follows through upon his work with a minimum of supervision with regard to the actual investigations and to the organization of his day-by-day work. He accepts responsibility, is alert to situations which will aid in the development of the Bureau's work in the territory to which he was assigned, and follows through on his responsibilities with a minimum of supervision.

He has been assigned to work both in the headquarters city and in a road territory out of the resident agency of Eugene. He has handled general and security cases and handled these cases in a discreet manner, showing good judgment in his contacts and the development of information concerning these security cases. He has not been used in a supervisory capacity since arrival in this Division, and other than my observation of the following of his cases, which he has done in a capable manner. I have had no opportunity to observe any particular supervisory ability. He maintains himself in good physical condition.

67-208438-116
SEARCHED
NUMBERED
FILED
APR 26 1948
FEDERAL BUREAU OF INVESTIGATION

XEROX
FEB 23 1984

INDEXED
JUL 1948

The performance of his work within this Division has been very good; however, in consideration of the all-over work during the year he has been rated as good.



H. I. BOBBITT
Special Agent in Charge

HIB:rh

L.B.S.

Read and Initialed

ANNUAL
REPORT OF
EFFICIENCY RATING

Form approved.
Budget Bureau No. 50-R0123.
ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of March 31, 1948 based on performance during period from April 1, 1947 to March 31, 1948

LEROY B. SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF-11
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION -- PORTLAND DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A: 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others..... <input checked="" type="checkbox"/>
---	---	--

- 29 (1) Maintenance of equipment, tools, instruments.
2 (2) Mechanical skill.
2 (3) Skill in the application of techniques and procedures.
0 (4) Presentability of work (appropriateness of arrangement and appearance of work).
0 (5) Attention to broad phases of assignments.
0 (6) Attention to pertinent detail.
0 (7) Accuracy of operations.
0 (8) Accuracy of final results.
0 (9) Accuracy of judgments or decisions.
1 (10) Effectiveness in presenting ideas or facts.
1 (11) Industry.
1 (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? Yes.)
✓ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
✓ (16) Cooperativeness.
✓ (17) Initiative.
✓ (18) Resourcefulness.
✓ (19) Dependability.
✓ (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
..... (22) Effectiveness in adapting the work program to broader or related programs.
..... (23) Effectiveness in devising procedures.
..... (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
..... (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
..... (26) Effectiveness in instructing, training, and developing subordinates in the work.
..... (27) Effectiveness in promoting high working morale.
..... (28) Effectiveness in determining space, personnel, and equipment needs.
..... (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
..... (30) Ability to make decisions.
..... (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to direct and lead group of agents on raids and dangerous assignments.
✓ (B) Capability for additional responsibility.
..... (C)

STANDARD Deviations must be explained on reverse side of this form.		Adjective Rating
Plus marks on all underlined elements, and check marks or better on all other elements rated.....	Excellent	Rating official.. <u>Good L.B.S.</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....	Very Good	Reviewing official.. ..
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....	Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....	Fair	
Minus marks on at least half of the underlined elements.....	Unsatisfactory	

Rated by [Signature] Special Agent in Charge March 31, 1948
(Signature of rating official) (Title) (Date)
Reviewed by [Signature] Assistant Director, 4-20-48
(Signature of reviewing official) Federal Bureau of Investigation (Title) (Date)
Rating approved by efficiency rating committee Report to employee
(Date) (Adjective rating)



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE No. _____
Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to February 15, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by-CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Helen L. Skansen Address 1395 Waterman Ave. San Bernardino
Relationship Wife Dated 2-14-48 Calif.

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500-death benefit to beneficiary of agents killed in line of duty.

Name Helen L. Skansen Address 1395 Waterman Ave San Bernardino
Relationship Wife Dated 2-14-48 Calif

Very truly yours,

Larry B. Skansen
Special Agent

6 FEB 26 1948
XEROX
7-NOV-1984
2/25/1
c
Zung, jr

(54)

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL ()

As of May 20, 1948 based on performance during period from Jan. 14, 1948 to May 20, 1948

LEROY B. SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF-11
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION -- PORTLAND DIVISION
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---	---	---

- | | |
|--|---|
| <p>✓ (1) Maintenance of equipment, tools, instruments.
✓ (2) Mechanical skill.
✓ (3) Skill in the application of techniques and procedures.
+ (4) Presentability of work (appropriateness of arrangement and appearance of work).
✓ (5) Attention to broad phases of assignments.
✓ (6) Attention to pertinent detail.
✓ (7) Accuracy of operations.
✓ (8) Accuracy of final results.
✓ (9) Accuracy of judgments or decisions.
✓ (10) Effectiveness in presenting ideas or facts.
✓ (11) Industry.
✓ (12) Rate of progress on or completion of assignments.
✓ (13) Amount of acceptable work produced. (Is mark based on production records? <u>yes</u>)
✓ (14) Ability to organize his work.
✓ (15) Effectiveness in meeting and dealing with others.
✓ (16) Cooperativeness.
✓ (17) Initiative.
✓ (18) Resourcefulness.
✓ (19) Dependability.
✓ (20) Physical fitness for the work.</p> | <p>----- (21) Effectiveness in planning broad programs.
----- (22) Effectiveness in adapting the work program to broader or related programs.
----- (23) Effectiveness in devising procedures.
----- (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
----- (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
----- (26) Effectiveness in instructing, training, and developing subordinates in the work.
----- (27) Effectiveness in promoting high working morale.
----- (28) Effectiveness in determining space, personnel, and equipment needs.
----- (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
----- (30) Ability to make decisions.
----- (31) Effectiveness in delegating clearly defined authority to act.</p> <p>STATE ANY OTHER ELEMENTS CONSIDERED
✓ Ability to direct and lead group of agents on raids and dangerous assignments.
✓ (B) Capability for additional responsibility.
----- (C) -----</p> <p>208438-117
MAY 26 1948 98</p> |
|--|---|

STANDARD Deviations must be explained on reverse side of this form		Adjective Rating	Rating official
Plus marks on all underlined elements, and check marks or better on all other elements rated.		Excellent	Very Good <u>P.B.</u>
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.		Very Good	
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.		Good	
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.		Fair	
Minus marks on at least half of the underlined elements.		Unsatisfactory	

Rated by [Signature] Special Agent in Charge May 20, 1948
(Signature of rating official) (Title) (Date)

Reviewed by _____
(Signature of reviewing official) (Title) (Date)

Rating approved by efficiency rating committee _____ Report to employee _____
(Date) (Adjective rating)

Portland, Oregon
May 20, 1948


Re: LEROY B. SKOUSEN
SPECIAL AGENT, CAF-11
SPECIAL EFFICIENCY REPORT

Reference is made to the report submitted by this office as of March 31, 1948.

Since that report, Special Agent SKOUSEN has continued to perform his work in a very good manner. He is still rated between good and very good with regard to his dictating ability, the suggestion being made that he improve by preparing his dictation more thoroughly. He has not appeared before Grand Jury or Federal Court, but from my observation of him I believe he would be a capable Government witness. His firearms ability is above average. He is able to handle himself on any type of dangerous assignment. He has operated on physical surveillance and performed satisfactorily at this time. His reports have been submitted in good form.

He is interested in the development of his work and has accomplished a good volume of work. He has also done a good job in the developing of informants for this office. He has developed a large number of sources of information. His contacts with law enforcement officers have been good. During the period of assignment here he has worked both in the headquarters city and road territory. He has been used upon all types of cases and is capable of handling all types of cases. He has also appeared before various groups and has carried out his assignments capably at this time. He has not been used in a supervisory capacity, although I believe from the manner in which he follows his cases he could be so used.. He maintains himself in good physical condition.

This agent's performance within this division has been very good, and upon this basis I would state that he is entitled to a very good rating at the present time.


H. I. BOBBITT
Special Agent in Charge

HIB:rh

J. B. S.
Read and Initialed

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: May 21, 1948

FROM : SAC, Portland

~~PERSONAL AND CONFIDENTIAL~~SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

Reference is made to Bureau letter of December 10, 1947 in regard to the above-named employee.

Since he has been in this division I have followed his work closely, observed his attitude and manner, and wish to state that his attitude has been very commendable. He has applied himself diligently to the Bureau's work, has not given any indication whatsoever of any indiscretion, and fully realizes the error that he committed for which he was reprimanded. In view of the work he has performed since arrival in this division, I would recommend that he be removed from probation at the present time.

HIB:rh

ENCLOSURE

XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

DATE: June 11, 1948

FROM : H. L. Edwards

SUBJECT: LEROY B. SKOUSEN
Special Agent
Portland OfficeRE: REMOVAL FROM PROBATION

Mr. Tolson	
Mr. E. A. Tamm	
Mr. Clegg	
Mr. Glavin	
Mr. Ladd	
Mr. Nichols	
Mr. Rosen	
Mr. Tracy	
Mr. Egan	
Mr. Gurnea	
Mr. Harbo	
Mr. Mohr	
Mr. Pennington	
Mr. Quinn Tamm	
Tele. Room	
Mr. Nease	
Miss Holmes	
Miss Gandy	

This employee entered on duty as a Clerk on 8-4-41 and on 7-19-43 he was promoted to the position of Special Agent, Grade CAF-9, \$3200 per annum. As a result of two reallocations, two basic increases in pay and one promotion under the provisions of the Uniform Promotion Act, his salary was increased to \$4902 per annum, in Grade CAF-11. He is now being considered for removal from probation.

On 12-10-47 he was censured, placed on probation for a period of six months, suspended without pay from 12-11-47 to 12-24-47 and was transferred to the Portland Office for divulging to a Bureau applicant certain confidential information of a derogatory nature which had been secured during the investigation of this applicant.

On 3-31-48 SAC Bobbitt rated him GOOD and said he was neat in his personal appearance, had a good personality, had applied himself diligently and was industrious, he was intelligent and enthusiastic, had been rated between good and very good by the stenographers in dictation, the suggestion being made for improvement in his dictation that he be more thorough in his preparation, particularly from a Bureau procedural standpoint. It was believed he would handle himself capably in the witness chair, his firearms ability was above average, he should be able to handle himself upon dangerous assignments, he had operated on a physical surveillance and handled himself entirely satisfactory, his reports required less than the average amount of correction, he submitted his reports in good form, he applied himself diligently to his work, spending a considerable amount of extra time in development of cases, and had accomplished a good volume of work, he had also been alert to development of information pertinent to the general investigative duties, particularly the crime survey, in the territory in which he was working, he had developed one confidential informant who should be of considerable value to the office, his contacts with law enforcement officers had been very good and a number of commendatory remarks from the police chiefs in the territory in which he was working were made, he was a qualified Bureau speaker and had appeared before a limited number of groups in his territory, carrying out these assignments capably, he had developed a large number of sources of information since being in this territory, and his contacts with business people had been very good; he followed through upon his work with a minimum of supervision with regard to the actual investigations and to the organization of his day-by-day work, he accepted responsibility, was alert to situations which would aid in the development of the Bureau's work in the territory to which he was assigned and followed through on his responsibilities with a minimum of supervision, he had been assigned to work both in the headquarters city and in a road territory out of the resident agency of Eugene, he had handled general and security cases and handled these cases in a discreet manner, showing good judgment in his contacts and the development of information concerning these security cases. The performance of his work had been very good, however, in consideration of the all-over work during the year he had been rated as good.

115 JUN 23 1948

On 5-20-48 SAC Bobbitt rated him VERY GOOD and said he had continued to perform his work in a very good manner, he was still rated between good and very good with regard to his dictating ability, the suggestion being made that he improve by preparing his dictation more thoroughly, it was believed he would make a capable Government witness, his firearms ability was above average, he was able to handle himself on any type of dangerous assignment, had operated on a physical surveillance and performed satisfactorily, his reports had been submitted in good form, he was interested in the development of his work and had accomplished a good volume of work, he had also done a good job in the developing of informants for the office, he had developed a large number of sources of information, his contacts with law enforcement officers had been good, during the period of assignment here he had worked both in the headquarters city and road territory, he had been used upon all types of cases and was capable of handling all types of cases, he had also appeared before various groups and had carried out his assignments capably at this time, he had not been used in a supervisory capacity, although it was believed from the manner in which he followed his cases he could be so used, he maintained himself in good physical condition and his performance had been very good.

By memorandum dated 5-21-48 SAC Bobbitt advised his attitude had been very commendable, he had applied himself diligently to the Bureau's work, had not given any indication whatsoever of any indiscretion and fully realized the error that he committed for which he was reprimanded and in view of the work he had performed since arrival in the division, SAC Bobbitt recommended that he be removed from probation.

RECOMMENDATION: It is recommended that Agent Skousen be removed from probation.

PERMANENT BRIEF ATTACHED
JEE/mfp

H J Edwards
gjr

Att to employer
cc sac
b-18-48
JEE/mfp

OK
V. J. Skousen
5/22/48

47

June 18, 1948

Mr. Leroy B. Skousen
Federal Bureau of Investigation
United States Department of Justice
Post Office Box 709
Portland 7, Oregon

Dear Mr. Skousen:

The Bureau has had the opportunity of reviewing the Very Good efficiency report submitted on you under date of May 20, 1948, and in view of the favorable comments appearing therein, is pleased to advise you that you are being removed from a probationary status.

Sincerely yours,

J. Edgar Hoover

John Edgar Hoover
Director

b6
b7C

CC: SAC, Portland (Confidential)

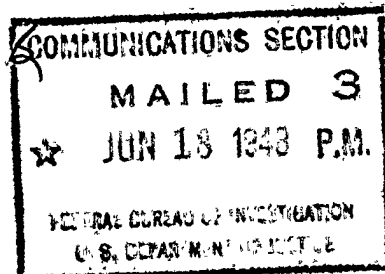
Movement Section
Leave Section

(sent direct)

JED:llt

67-218438-120	
Searched	_____
Numbered	_____
Filed	_____
JUN 25 1948	
U.S. DEPT. OF JUSTICE	
RECEIVED	
JUN 18 12 25 PM '48	

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____



XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards

SUBJECT: LEROY B. SKOUSEN
Special Agent
Portland Office

DATE: August 6, 1948

RE: REALLOCATION OR UPA

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

This employee entered on duty as a Clerk 8/4/41 and was appointed to the position of Special Agent 7/19/43 in Grade CAF-9, \$3200 per annum. On 2/3/47 he was reallocated to Grade CAF-11, \$4902 per annum. As the result of an increase in basic salaries, effective 7/11/48, his salary in CAF-11 was increased to \$5253 per annum. He is being considered for reallocation to Grade CAF-12, \$6235.20 per annum and he is also eligible for an increase under the provisions of the Uniform Promotion Act effective 8/8/48.

On 12/10/47 he was censured, placed on probation for a period of six months, suspended without pay from 12/11/47 to 12/24/47 and was transferred to the Portland Office for divulging to a Bureau applicant certain confidential information of a derogatory nature which had been secured during the investigation of the applicant.

On 3/31/48 SAC Bobbitt rated him GOOD.

On 5/20/48 SAC Bobbitt rated him VERY GOOD.

By letter dated 6/18/48 he was advised that he was being removed from a probationary status.

RECOMMENDATION: In view of the administrative action taken against Agent Skousen, it is recommended that he be passed over for reallocation consideration and for the Uniform Promotion and that he be reconsidered in October, 1948.

JEE/lvw

15 AUG 18 1948
RECORDED

67-208438-121

Searched _____
Numbered _____
4 AUG 11 1948
FEDERAL BUREAU OF INVESTIGATION

XEROX
FEB 23 1984

spec. offic. rept. requ. 10-15-48
no yellow prepared JEE/pr

38 JEE

15 AUG 31 1948

Letter Sent
8-24-48
JH/20843/801 122

20843/801 122
89
3
6 AUG 26 1948

RECORD OF PHYSICAL EXAMINATION OF OFFICERS AND SPECIAL AGENTS
FEDERAL BUREAU OF INVESTIGATION, U. S. DEPARTMENT OF JUSTICE

NAME SKOUSEN, Leroy B. AGE 30 YEARS, 11 MONTHS
NATIVITY (state of birth) Canada MARRIED, SINGLE, WIDOWED: Married NUMBER OF CHILDREN 3
FAMILY HISTORY Parent living and well. 6 Brothers living and well. 2 Sisters living and well. No history of chronic familial disease.

HISTORY OF ILLNESS OR INJURY Pneumonia at age of 2. 1 rib removed in back on right side. Tonsillectomy 1945. Have sinus trouble.

HEAD AND FACE Normal contour

EYES: PUPILS (size, shape, reaction to light and distance, etc.) Normal

DISTANT VISION RT. 20/20, corrected to 20/

LT. 20/20, corrected to 20/

COLOR PERCEPTION Normal

(state edition of Stilling's plates or Lamps used)

DISEASE OR ANATOMICAL DEFECTS None

EARS: HEARING RT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'

LT. WHISPERED VOICE 15 /15' CONVERSATIONAL SPEECH 15 /15'

DISEASE OR DEFECTS None

NOSE Normal

(Disease or anatomical defect, obstruction, etc. State degree)

SINUSES Clear.

TONGUE, PALATE, PHARYNX, LARYNX, TONSILS Tonsils surgically absent.

TEETH AND GUMS (disease or anatomical defect): Normal

MISSING TEETH #1, 16, 17, 32

NONVITAL TEETH None

PERIAPICAL DISEASE None

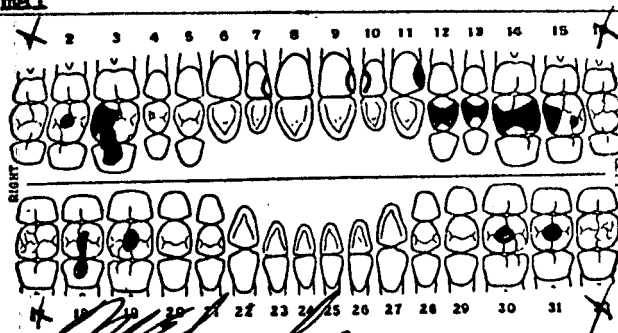
MARKED MALOCCLUSION None

PYORRHEA ALVEOLARIS None

TEETH REPLACED BY BRIDGES None

DENTURES None

REMARKS _____



M.E. SIMPSON, CDR DC USN

(Signature of Dental Officer)

GENERAL BUILD AND APPEARANCE Medium, no postural abnormality.

TEMPERATURE 98.4 CHEST AT EXPIRATION 36 3/4

HEIGHT 69 CHEST AT INSPIRATION 39 1/2

WEIGHT 157 CIRCUMFERENCE OF ABDOMEN AT UMBILICUS 32 3/4

RECENT GAIN OR LOSS, AMOUNT AND CAUSE None

SKIN, HAIR, AND GLANDS Normal

NECK (abnormalities, thyroid gland, trachea, larynx) Normal

SPINE AND EXTREMITIES (bones, joints, muscles, feet) Normal

THORAX (size, shape, movement, rib cage, mediastinum) Thoracotomy scar, Rt. Chest Posteriorly
RESPIRATORY SYSTEM, BRONCHI, LUNGS, PLEURA, ETC. Normal. 14x17 film 8-11-48 Shows
fusion of 9th & 10th ribs right side. Otherwise healthy chest.

CARDIO-VASCULAR SYSTEM Normal

HEART (note all signs of cardiac involvement) Not enlarged, no murmurs, no thrills
Rhythm regular.

PULSE: BEFORE EXERCISE	<u>84</u>	BLOOD PRESSURE: SYSTOLIC	<u>130</u>
AFTER EXERCISE	<u>132</u>	DIASTOLIC	<u>86</u>
THREE MINUTES AFTER	<u>72</u>		
CONDITION OF ARTERIES	<u>Normal</u>	CHARACTER OF PULSE	<u>Full, Regular</u>
CONDITION OF VEINS	<u>Normal</u>	HEMORRHOIDS	<u>None.</u>

ABDOMEN AND PELVIS (condition of wall, scars, herniae, abnormality of viscera) Normal

GENITO-URINARY SYSTEM Normal

URINALYSIS: SP. GR. 1.029 ALB. Neg. SUGAR Neg. MICROSCOPICAL
VENEREAL DISEASE Denies.

NERVOUS SYSTEM Normal

(organic or functional disorders)

ROMBERG Normal INCOORDINATION (gait, speech) None
REFLEXES, SUPERFICIAL Normal DEEP (knee, ankle, elbow) Normal TREMORS None
SEROLOGICAL TESTS Kahn Negative 8-11-48 BLOOD TYPE "A"
ABNORMAL PSYCHE (neurasthenia, psychasthenia, depression, instability, worries)

None noted.

SMALLPOX VACCINATION: DATE OF LAST VACCINATION Jan. 1947

TYPHOID PROPHYLAXIS: NUMBER OF COURSES one

DATE OF LAST COURSE 1947

REMARKS ON ABNORMALITIES NOT OTHERWISE NOTED OR SUFFICIENTLY DESCRIBED ABOVE

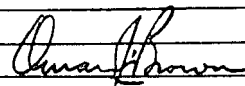
SUMMARY OF DEFECTS None

CAPABLE OF PERFORMING DUTIES INVOLVING Strenuous PHYSICAL EXERTION

IS THIS INDIVIDUAL PHYSICALLY FIT TO PARTICIPATE IN RAIDS AND APPREHENSION OF CRIMINALS
WHICH MIGHT ENTAIL THE PRACTICAL USE OF FIREARMS Yes (yes or no)
(when no is given state cause)

FINDINGS, RECOMMENDATIONS AND REMARKS (as per boards, when necessary)

Physically qualified.


OMAR J. BROWN
CAPTAIN MC USN

DATE OF EXAMINATION 8-11-48

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL ()

As of October 25, 1948 based on performance during period from May 20, 1948 to Oct. 25, 1948

LEROY B. SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF-11
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION -- PORTLAND DIVISION
(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE		CHECK ONE:
✓ if adequate	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A.	Administrative, supervisory, or planning <input type="checkbox"/>
- if weak	2. Underline the elements which are especially important in the position.	All others <input checked="" type="checkbox"/>
+ if outstanding	3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	

- ____ (1) Maintenance of equipment, tools, instruments.
- ____ (2) Mechanical skill.
- ± (3) Skill in the application of techniques and procedures.
- ____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- ± (5) Attention to broad phases of assignments.
- ± (6) Attention to pertinent detail.
- ____ (7) Accuracy of operations.
- ± (8) Accuracy of final results.
- ± (9) Accuracy of judgments or decisions.
- ± (10) Effectiveness in presenting ideas or facts.
- ± (11) Industry.
- ± (12) Rate of progress on or completion of assignments.
- ± (13) Amount of acceptable work produced. (Is mark based on production records? Yes) (Yes or no)
- ± (14) Ability to organize his work.
- ± (15) Effectiveness in meeting and dealing with others.
- ± (16) Cooperativeness.
- ± (17) Initiative.
- ± (18) Resourcefulness.
- ± (19) Dependability.
- ± (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
- ____ (22) Effectiveness in adapting the work program to broader or related programs.
- ____ (23) Effectiveness in devising procedures.
- ____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ____ (27) Effectiveness in promoting high working morale.
- ____ (28) Effectiveness in determining space, personnel, and equipment needs.
- ____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ____ (30) Ability to make decisions.
- ____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ✓ (A) Ability to direct and lead group of agents on raids and dangerous assignments.
- ± (B) Capability for additional responsibility.
- ____ (C)

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.....
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.....
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.....
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.....
Minus marks on at least half of the underlined elements.....

Adjective
Rating

Excellent

Very Good

Good

Fair

Unsatisfactory

Rating
official..

Excellent *pps.*

W. E. Smith

Rating
official..

W. E. Smith

Rating
official..

W. E. Smith

Rating
official..

W. E. Smith

Rated by Frederick A. Stetson
(Signature of rating official)

Special Agent in Charge
(Title)

XEROX
October 25, 1948
(Date)

FEB 23 1949

Reviewed by _____
(Signature of reviewing official)

(Title)

(Date)

Rating approved by efficiency rating committee _____
(Date)

Report to employee _____
(Adjective rating)

Portland, Oregon
October 25, 1948

Re: LEROY B. SKOUSEN
SPECIAL AGENT, CAF-11
SPECIAL EFFICIENCY REPORT

This is a special efficiency report submitted as requested by the Bureau.

This employee is an enthusiastic and conscientious worker. Since the last efficiency report submitted he has been assigned for the most part to road work, covering the southern Oregon coastline and, more recently, the eastern Oregon road trip territory. He has closely followed the cases assigned to him and, wherever possible, those having deadlines have been met. He has willingly and voluntarily worked after regular hours to complete investigations of an expedite nature. His reports are well prepared and require a minimum of supervision.

He has been rated by the stenographers in his dictating ability as very good with the suggestion being made that in some instances administrative details are left to the stenographers. The comment is also made that his dictation is at times somewhat jerky.

This employee has attended inservice training since the last efficiency report submitted and during inservice received two days of specialized training in photography. He handles firearms in a satisfactory manner, his scores being above average.

This employee has a pleasing personality and friendly manner. He should, based upon my observations, get along well with law enforcement officials.

On the basis of the performance of this employee's work since the last efficiency report submitted, it is felt that he is entitled to a rating of "Excellent" in his grade.

F. A. FLETCHER
Special Agent in Charge

JAB:rh

SBS.
Read and Initialed

memorandum received to file 11-3-48 mjc

*See 7-11-49 eff report
after ability & testimony*

U. S. DEPARTMENT OF JUSTICE

FEDERAL BUREAU OF INVESTIGATION

MR. LEROY B. SKOUSEN
WASHINGTON 25, D. C.

Prepared by: *bm*
Checked by: *me*
Filed by: *me*

Nature of Action

Date
November 9, 1948
Personnel Action Number
F. B. I. - 65091 25831
Legal Authority

Effective

November 14, 1948

Position

Special Agent

TO

Special Agent

Grade

CAF 11
\$5290

CAF 12
\$5335.00

Salary

Division

and

Section

Headquarters

Appropriations

S & E, F.B.I.

S & E, F.B.I.

Departmental or Field

Dept.

Field ☒ Dept. ☐

Field ☒

a. VICE

C. Ervin Piper - trans.
7-11-40.

P. C. NO.

NATURE OF POSITION

b. ADDITIONAL IDENTICAL

P. C. NO.

c. NEW

P. C. NO.

Date of Birth

Date of Oath

REMARKS

The provisions of the Veterans' Preference Act of 1944 in and/or the Selective Service Act of 1948 have been complied with.

49 NOV 17 1948 *Jm/bm*

67-NOV 17 1948

XEROX
FEB 23 1934

SKOUSEN, LEROY B.

Special Agent

E.O.C. July 19, 1943

Salary - C.A.F. 11 - \$4902

Offices of Preference (1) Los Angeles

S.A.C. Fletcher

Special Agent SKOUSEN is of normal height and slender build. His contacts with law enforcement officials and the general public have appeared to be most satisfactory. He has done considerable road work, as well as work in the headquarters city, showing a good, substantial volume of work produced. He appears qualified to handle himself satisfactorily in all types of assignments. This agent is conscientious and has indicated an ability to accept responsibility with the very minimum of supervision. Thus far his work has been most favorable and I rate him as Excellent in Grade CAF-11.

Inspector Gurnea

This agent was on Annual Leave.

3 OCT 25 1948
97-201 K-10000

Inspection Report
Portland Office
Inspector Gurnea
September 1, 1948

XEROX
FEB 23 1984

August 24, 1948

~~PERSONAL AND CONFIDENTIAL~~

0
Mr. Leroy B. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Mr. Skousen:

The Bureau is in receipt of the report of the physical examination afforded you at the United States Naval Hospital,

Quantico, Virginia, on August 11, 1948.

This report reflects that you have no disqualifying physical defects.

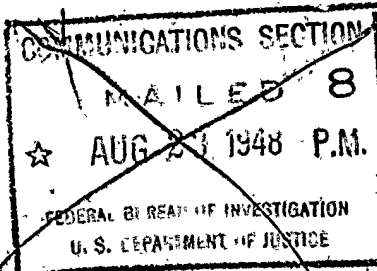
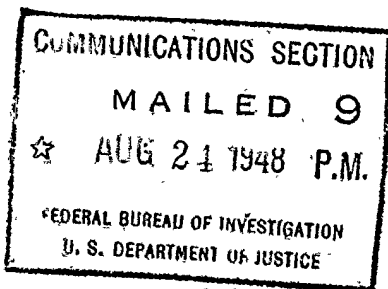
The Board of Examining Physicians of the United States Naval Hospital reports that you are capable of performing strenuous physical exertion and have no physical defects that would interfere with your participation in raids or other work involving the practical use of firearms.

Sincerely yours,

J. E. Hoover

John Edgar Hoover
Director

15 AUG 31 1948



CC: SAC Portland
aof

XEROX
FEB 23 1984

Mr. Tolson _____
Mr. E. A. Tamm _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

November 10, 1943

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Mr. Skousen:

Your headquarters are being changed, public business permitting,
from Portland, Oregon, to Baker,
Oregon, effective upon your
arrival there on or after this date.

This change is made for official reasons and not primarily for
your convenience or benefit, or at your request. You will be allowed your
necessary expenses of transportation and a per diem in lieu of subsistence
of \$6.00 in connection therewith, such expenses to include the transporta-
tion of your immediate family as provided for in Public Law 600 of August 2,
1946, and Executive Order 9805, approved November 25, 1946.

You are authorized to use a privately owned automobile in con-
nection with your transfer and you will be reimbursed at the rate of five
cents per mile not to exceed the cost of common carrier by the most direct
route of all persons officially traveling in that vehicle.

The transportation of your household goods and personal effects
will be paid in accordance with regulations contained in Public Law 600
of August 2, 1946, and Executive Order 9805, approved November 25, 1946,
as amended.

ATTN:

cc- Portland. You should advise the Bureau the date Agent Skousen assumes the duties of
Resident Agent at Baker. It is desired you also submit case loads of the
MA Portland and Baker Resident Agencies. Very truly yours,

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

NOV 10 1948 P.M.

FEDERAL BUREAU OF INVESTIGATION
U.S. DEPARTMENT OF JUSTICE
HLE:thp

XEROX
FEB 23 1984

John Edgar Hoover
Director

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI ~~PERSONAL & CONFIDENTIAL~~

DATE: October 29, 1948

FROM : SAC, ~~PORTLAND~~SUBJECT: RESIDENT AGENCY
PENDLETON, OREGON

(M)
Because of the large area covered by this resident agency, it is believed desirable to divide it if possible. SA LEROY B. SKOUSEN has determined that he can obtain proper housing after December 20, 1948, in the city of Baker, Oregon, which will place him in a position of being able to handle all investigative matters in Baker, Grant, Harney, and Malheur Counties, all of which are very large counties covering the southeast corner of the State of Oregon.

In view of the above it is recommended that SA SKOUSEN, whose work has been commendable since his assignment to the Portland Division, be designated as Resident Agent at Baker, Oregon.

FAF:plb

67-208438-125

Searched
Numbered 72 ✓
Filed 17
4 NOV 12 1948
FEDERAL BUREAU OF INVESTIGATION

OK but not in 15 DEC 1948
ask him to submit
heads of the two
Transferring file
11-10-48
1189

WIM
TOLSON
3/2/49

XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : Mr. Glavin

FROM : H. L. Edwards

SUBJECT: LeRoy B. Skousen
Special Agent
Portland Office

DATE: 11-3-48

RE: REALLOCATION OR UPA

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Holmes _____
Miss Gandy _____

This employee entered on duty as a Clerk, 8-4-41 and was appointed to the position of Special Agent 7-19-43 in Grade CAF-9, \$3200 per annum. On 2-3-47 he was reallocated to Grade CAF-11, \$4902 per annum. As the result of an increase in basic salaries, effective 7-11-48, his salary in CAF-11 was increased to \$5253 per annum. He is being considered for reallocation to Grade CAF-12, \$6235.20 per annum and he is also eligible for an increase under the provisions of the Uniform Promotion Act.

On 12-10-47 he was censured, placed on probation for a period of six months, suspended without pay from 12-11-47 to 12-24-47 and was transferred to the Portland Office for divulging to a Bureau applicant certain confidential information of a derogatory nature which had been secured during the investigation of the applicant.

On 3-31-48 SAC Bobbitt rated him GOOD.

On 5-20-48 SAC Bobbitt rated him VERY GOOD.

By letter dated 6-18-48 he was advised that he was being removed from a probationary status.

By memorandum dated 8-6-48 he was considered for reallocation and a UPA promotion, but in view of the administrative action taken against him it was recommended that he be passed over for both reallocation and UPA promotion, and be reconsidered in October, 1948.

On 10-25-48 SAC Fletcher rated him EXCELLENT.

RECOMMENDATION: It is recommended that he be reallocated to Grade CAF-12, \$6235.20 per annum, effective 11-14-48.

15 NOV 1948

67-2084-8-126

Searched _____

Indexed 9 72

4 NOV 12 1948

FEDERAL BUREAU OF INVESTIGATION

JEE:mjr

Sanford
11-9-48

Wmg/bm

Sum. 11-8-48

7 H Edwards

11/5/48

3 file

Sum

XEROX

FEB 29 1994

FILED BY:
FEB 23 1934

November 9, 1943

Mr. LeRoy D. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Mr. Skousen:

I am indeed pleased to advise you that you have been recommended for promotion from the position of Special Agent, \$5233.00 per annum in Grade GAF 11, to the position of Special Agent, \$6335.20 per annum in Grade GAF 12, effective November 10, 1943.

Sincerely yours,

John Edgar Hoover
Director

CC - SAC, Portland
Hucment Section
Mr. J. E. Edwards

15 NOV 16 1943

MAILED 10	9
NOV 10 1943	127
FEDERAL BUREAU OF INVESTIGATION	

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

JW:HR

XEROX
FEB 23 1934

November 30, 1943

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Mr. Skousen:

Your headquarters are being changed, public business permitting,
from ~~Dakor, Oregon,~~ to Vale,
Oregon, effective upon your
arrival there on or after this date.

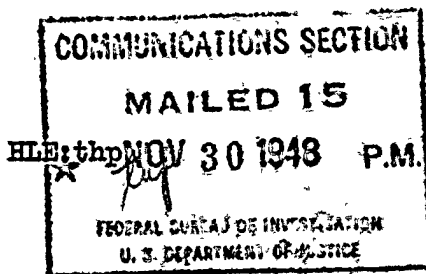
This change is made for official reasons and not primarily for
your convenience or benefit, or at your request. You will be allowed your
necessary expenses of transportation and a per diem in lieu of subsistence
of \$6.00 in connection therewith, such expenses to include the transporta-
tion of your immediate family as provided for in Public Law 600 of August 2,
1946, and Executive Order 9805, approved November 25, 1946.

You are authorized to use a privately owned automobile in con-
nection with your transfer and you will be reimbursed at the rate of five
cents per mile not to exceed the cost of common carrier by the most direct
route of all persons officially traveling in that vehicle.

The transportation of your household goods and personal effects
will be paid in accordance with regulations contained in Public Law 600
of August 2, 1946, and Executive Order 9805, approved November 25, 1946,
as amended.

cc-Portland You should advise the Bureau the date Agent Skousen assumes the
duties of Resident Agent at Vale.

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____



11 DEC 5 1948

67-2054-128

Very truly yours,
John Edgar Hoover
Director

XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

DATE: November 27, 1948

FROM : SAC, PORTLAND

SUBJECT: RESIDENT AGENCY
BAKER, OREGON

From a survey of the work existing in eastern Oregon it has been ascertained that Vale, Oregon, is more centrally located than Baker, Oregon, where the resident agency is presently situated. This situation was recognized at the time recommendation was made for the establishment of the resident agency at Baker. However, it was not possible to secure adequate housing in Vale at that time, although considerable effort was made with that in mind.

SA LEROY B. SKOUSEN, whom the Bureau has recently designated as the resident agent at Baker, has now been successful in securing housing in Vale, Oregon, which, in addition to being centrally located in the area covered in that section, is also the county seat for Malheur County. Because of its close proximity to Idaho and being located on the main highway leading into eastern Oregon from western Idaho, that city is more strategically located. It is therefore recommended that the headquarters for the resident agency presently located at Baker, Oregon, be changed to Vale, Oregon. If the Bureau concurs, it is requested this office be so advised by teletype in order that necessary arrangements for effecting the transfer of the resident agent may be immediately carried out.

JAB:plb

AIRMAIL

many orders pieced
wire sent 11-30-48
JAB

of wire
JAB

TOLSON
JAB

#2
S. J. [unclear]
J. [unclear]

RECORDED
67-208438-129
DEC 1 1948
FBI - PORTLAND

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Portland
 SUBJECT: LEROY B. SKOUSEN
 Special Agent

DATE: April 9, 1949

The substantive errors in the cases "UNKNOWN SUBJECT; THEFT OF TWO 6-GALLON CASES OF PRESTONE FROM CONSOLIDATED FREIGHT TERMINAL, ONTARIO, OREGON, OCTOBER 6-7, 1948, THEFT FROM INTERSTATE SHIPMENT, THEFT OF GOVERNMENT PROPERTY" and "RUAL W. CARLSTROM, WA., TELLER, STATE BANK OF MALHEUR COUNTY, ONTARIO, OREGON, FEDERAL RESERVE ACT" have been discussed with SA SKOUSEN, and it is believed that it would serve no useful purpose to take further administrative action. SA SKOUSEN at the time of these errors was searching for housing during the period when he had an excessive number of deadline cases to meet, and overall assignments in the office were such that appropriate assistance could not be given to him. His work of establishing himself in this territory and handling an extreme case load by himself for a period of several months has been an above average performance.

FAF:kam

*memo to 11 @
 5/13/49 JLP/per
 let to SA Skousen
 5/16/49 JAC*

3 MAY 24 1949
 RECORDED

67-208438-130	
Searched
Numbered	35
Filed	98
3 APR 14 1949	
FEDERAL BUREAU OF INVESTIGATION	

2nd

TWO

THREE

*W
 vic*

XEROX
 FEB 23 1984

Portland, Oregon
April 1, 1949

MEMO, SAC:

RE: UNKNOWN SUBJECT; Theft of Two
6-gallon Cases of Prestone from
Consolidated Freight Terminal,
Ontario, Oregon, October 6-7, 1948
THEFT FROM INTERSTATE SHIPMENT
THEFT OF GOVERNMENT PROPERTY

Delinquency in this case was that the theft occurred on October 7, 1948, reported on October 26, 1948, and the writer's first period of activity was February 17, 1949. An explanation pertaining to the delay was requested.

The inspectors are referring to the following set of circumstances: The writer moved to Vale, Oregon, on about December 17, 1948. During the prior two months to that time the writer was supposed to be looking for a place to live, which was a rather difficult job inasmuch as there is quite a housing shortage in this section. Despite this fact the writer carried a full case load during this time. After the writer arrived in Vale, Oregon, the writer's case load remained extremely heavy, which resulted in long hours of overtime. (A review of the writer's daily report forms will readily show that the writer has spent practically all of his waking hours doing Bureau work.) During this time the writer met all of his deadline cases despite the fact that there is a great deal of time consumed in this resident agency in travel. Thus when \$42 worth of Prestone is stolen from an interstate shipment—reported twenty days later—the writer worked on this particular case as soon as the heavy case load he is carrying would allow.

1
LEROY B. SKOUSEN
Special Agent

LBS:plb
15-572

— XEROX
FEB 23 1984

Portland, Oregon
April 1, 1949

MEMO, SAC:

RE: RUAL W. CARLSTROM, WA
Teller, State Bank of Malheur County,
Ontario, Oregon
FEDERAL RESERVE ACT

Delinquency in this file was that the writer had not witnessed the signed statement of subject and there was no interview log.

The writer forgot to witness said signed statement and inadvertently retained the interview log, which was forwarded to the Portland Office.

HEROY B. SKOUSEN
Special Agent

LES:plb
29-414

Handwritten:
copy to
for to SA Skousen
5/12/49 file

Handwritten:
All right
done
handed out
6/1/49



United States Department of Justice
Federal Bureau of Investigation



IN REPLY, PLEASE REFER TO

FILE NO. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to November 30, 1948, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by ~~CHECK~~ MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Helen Skansen Address Val, Oregon
Relationship Wife Dated 12-13-48 JAN 31 1949

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Helen Skansen Address Val, Oregon
Relationship Wife Dated 12-13-48

Very truly yours,

Act
DEC 16 1948
CO

XEROX
FEB 23 1984

Larry B. Skansen
Special Agent SKANSEN

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. GLAVIN

DATE: May 13, 1949

FROM : H. L. EDWARDS

SUBJECT: LEROY B. SKOUSEN

Special Agent
 *Portland Division
 Resident Agent - Vale, Oregon

Mr. Tolson ✓
 Mr. Clegg ✓
 Mr. Glavin ✓
 Mr. Ladd ✓
 Mr. Nichols ✓
 Mr. Rosen ✓
 Mr. Tracy ✓
 Mr. Egan ✓
 Mr. Gurnea ✓
 Mr. Harbo ✓
 Mr. Mohr ✓
 Mr. Pennington ✓
 Mr. Quinn Tamm ✓
 Mr. Nease ✓
 Miss Holmes ✓
 Miss Gandy ✓

During a recent self-inspection of the Portland Division, SAC Fletcher wrote up the case of RUAL W. CARLSTROM, was.; Teller, State Bank of Malheur County, Ontario, Oregon, FEDERAL RESERVE ACT, in which the closing report of Agent Skousen dated 1/20/49 at Portland reflects the taking of a signed statement from the subject admitting the embezzlement of \$500, which signed statement was not witnessed, Also the file contained no interview log.

AGENT'S EXPLANATION:

Agent Skousen advised the SAC that he forgot to witness the signed statement and inadvertently retained the interview log which he has subsequently forwarded to the field office.

PERSONNEL DATA:

Agent Skousen has been a Resident Agent since 11/10/48, first at Baker, Oregon and presently at Vale, Oregon. On 12/10/47, he was censured, placed on probation, suspended without pay from 12/11/47 to 12/24/47 and was transferred from Los Angeles to Portland for divulging to a Bureau applicant certain confidential information of a derogatory nature which had been secured during the investigation of the applicant.

RECOMMENDATION:

It is recommended that a letter of censure be directed to Agent Skousen for his negligence in failing to witness the subject's signed statement. ~~A letter is attached for use in the event this recommendation should be approved.~~

A PERMANENT BRIEF OF AGENT SKOUSEN'S PERSONNEL FILE IS ALSO

Attachments

JIC:bjw

cc - Mr. Clegg

Portland Office Personnel File

XEROX

FEB 23 1984

Let of censure
 + transfer let
 to SA. Skousen
 5/16/49 fbc

I recommend ATTACHED

he not be used
 as a Resident
 Agent 5713

H. L. Edwards
 JIC

3 fbc

May 16, 1949

Mr. Leroy B. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Sir:

The attention of the Bureau has been directed to your recent mishandling of the case of RUAL W. CARLSTROM, was., Federal Reserve Act, in which it is noted that you failed to witness a signed statement which the subject had executed admitting his violation of the Federal Reserve Act. Such a dereliction is not in keeping with the standards expected of Agents of this Bureau and might have resulted in considerable embarrassment both to yourself and the Bureau in the event the subject had been prosecuted.

In the future it will be necessary for you to display greater care in such matters in order to avoid similar shortcomings. Should there be a repetition, further administrative action may become necessary.

Very truly yours,

J. Edgar Hoover

John Edgar Hoover
Director

cc - SAC, Portland (Confidential)

ADDENDUM: The above is a copy of a letter of censure being directed to Agent Skousen for his dereliction in handling the investigation of the case of RUAL W. CARLSTROM, was., Federal Reserve Act. By separate communication he is also being advised of his transfer from Vale, Oregon, to Portland, thus effecting his removal as a Resident Agent, because of the shortcomings referred to above.

Mr. Tolson _____
Mr. Clegg _____
Mr. Glavin _____
Mr. Ladd _____
Mr. Nichols _____
Mr. Rosen _____
Mr. Tracy _____
Mr. Egan _____
Mr. Gurnea _____
Mr. Harbo _____
Mr. Mohr _____
Mr. Pennington _____
Mr. Quinn Tamm _____
Tele. Room _____
Mr. Nease _____
Miss Gandy _____

JIC:bjw/ers

FEB 23 1984

XEROX

RECEIVED
JAN 16 2 42 PM '49
F B I
DEPT OF JUSTICE

RECEIVED - DIRECT
F B I
DEPT OF JUSTICE
JAN 16 8 31 PM '49

133
SAC, Portland

June 1, 1949

Director, FBI

Leroy B. Skousen
Special Agent

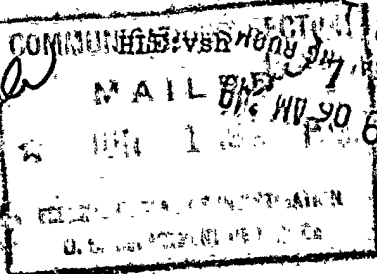
Reurlet May 24th.

Bureau authority is hereby granted for the transfer of Agent Skousen to be held in abeyance for a period of ninety days.

15 JUN 22 1949
RECORDED

RECEIVED
JUN 1 11 34 AM '49
FBI
U.S. DEPT. OF JUSTICE

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy



MAY 31 1949

FEB 23 1949

JUN 1 9 49 AM '49

U.S. DEPT. OF JUSTICE

RECEIVED
JUN 1 1949

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI
 FROM : SAC, Portland
 SUBJECT: LEROY B. SKOUSEN
 SPECIAL AGENT

DATE: May 24, 1949

PERSONAL AND CONFIDENTIAL
 AIR MAIL

Rebulet May 16, 1949 transferring SA SKOUSEN from Vale, Oregon, to Portland, Oregon.

Further reference is made to the letter of May 16, 1949 to SA SKOUSEN concerning his mishandling of the case "RUAL W. CARLSTROM, wa, FEDERAL RESERVE ACT." It is noted that SA SKOUSEN was assigned as Resident Agent at Vale, Oregon, in order to give that particular part of the Portland territory adequate attention and through the representation by a Resident Agent to obtain full coverage of work developing in that territory. SA SKOUSEN established his residence at Vale while handling a very heavy case load. He has worked up this territory to such a degree that on occasion he needs the assistance of a road agent to get his work current. A police school has just been completed in the City of Ontario in which excellent police relations were developed, and the school was handled for five continuous days without the loss of attendance on the part of the seventeen men who originally attended the school. Inquiries have been received concerning the National Academy as a result of contacts with police agencies in this area. Prosecutive cases have been developed, and numerous appearances have been made before civic groups and organizations by Bureau representatives. In handling speeches before these groups SA SKOUSEN has made sufficient impression to have requests made for his return to give second talks on the Bureau and its work.

It is my opinion that SA SKOUSEN has laid the ground work resulting in development of excellent relations by this office in a territory which had previously been neglected. It is therefore recommended and suggested to the Bureau that the transfer of SA SKOUSEN from Vale to Portland be held in abeyance for a period of ninety days in order that the full benefits of his contacts with law enforcement officers and business men in that area may be fully realized by the Portland Division and the Bureau before his removal from that area.

FAF:kam
 67-1896

67-208438-133

RECORDED

RECORDS SECTION

JUN 25 1949

JUN 25 1949

XEROX
FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : DIRECTOR, FBI

FROM : SAC, PORTLAND

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

DATE: June 1, 1949

Attached is the regular efficiency report pertaining to the above agent. Inasmuch as he is out of the headquarters city, it has not been initialed by him. Upon his return to Portland in the immediate future he will be afforded the opportunity of reading the report, and the Bureau will be advised when this has been done.

JAB:plb
Enclosure

15 JUN 22 1949
RECORDED

11 ENCL

67-208438-134	
Searched	99
Numbered	30
4 JUN 7 1949	
FEDERAL BUREAU OF INVESTIGATION	

XEROX

XEROX
FEB 23 1984

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR (X) SPECIAL ()
PROBATIONAL ()

As of May 14, 1949 based on performance during period from 11-14-48 to 5-14-49

8230400
LEROY B. SKOUSEN

(Name of employee)

SPECIAL AGENT CAF 12

(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION - PORTLAND DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide, C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
---	---	---

- (1) Maintenance of equipment, tools, instruments.
- (2) Mechanical skill.
- (3) Skill in the application of techniques and procedures.
- (4) Presentability of work (appropriateness of arrangement and appearance of work).
- (5) Attention to broad phases of assignments.
- (6) Attention to pertinent detail.
- (7) Accuracy of operations.
- (8) Accuracy of final results.
- (9) Accuracy of judgments or decisions.
- (10) Effectiveness in presenting ideas or facts.
- (11) Industry.
- (12) Rate of progress on or completion of assignments.
- (13) Amount of acceptable work produced. (Is mark based on production records? No (Yes or no))
- (14) Ability to organize his work.
- (15) Effectiveness in meeting and dealing with others.
- (16) Cooperativeness.
- (17) Initiative.
- (18) Resourcefulness.
- (19) Dependability.
- (20) Physical fitness for the work.

- (21) Effectiveness in planning broad programs.
 - (22) Effectiveness in adapting the work program to broader or related programs.
 - (23) Effectiveness in devising procedures.
 - (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
 - (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
 - (26) Effectiveness in instructing, training, and developing subordinates in the work.
 - (27) Effectiveness in promoting high working morale.
 - (28) Effectiveness in determining space, personnel, and equipment needs.
 - (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
 - (30) Ability to make decisions.
 - (31) Effectiveness in delegating clearly defined authority to act.
- STATE ANY OTHER ELEMENTS CONSIDERED
- (A) Ability to direct and lead group of agents on raids and dangerous assignments.
 - (B) 4 JUN 7 1949
 - (C) Capability for additional responsibility.

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective Rating
Excellent
Very Good
Good
Fair
Unsatisfactory

Rating official Very Good
Reviewing official

Rated by J. A. Fletcher

(Signature of rating official)

Special Agent in Charge May 27, 1949

(Title)

Reviewed by J. A. Fletcher

(Signature of reviewing official)

Federal Bureau of Investigation

(Title)

Rating approved by efficiency rating committee

(Date)

Report to employee

FEB 23 1984

Portland, Oregon
May 27, 1949

Re: LEROY B. SKOUSEN
SPECIAL AGENT, CAF 12
SIX MONTHS EFFICIENCY REPORT

Has been removed as resident agent

By Bureau letter dated November 30, 1948, this employee was designated as resident agent at Vale, Oregon.

He is a conscientious, enthusiastic employee, and has devoted a great deal of time to handling the work assigned to him in his territory with little regard to the official working hours of the day, and frequently putting in additional time to complete the work assigned to him. Improvement has been noted in his dictation ability by the stenographers, he being rated as "very good", the suggestion being made, however, that further improvement could be achieved through eliminating the necessity for inserts.

He established his residence at Vale while handling a very heavy case load. Since his arrival in that territory he has developed excellent relations both with local law enforcement officials as well as with the local citizens with whom he has come in contact. He has increased the number of cases in that area to the extent that on occasions it has been necessary to provide a road trip agent in order to bring his work to a current status. A Police School recently was completed in the city of Ontario in which excellent police relations were developed. The school was handled for five days without any loss of attendance on the part of the 17 men attending. A request has recently been received from the Chief of Police at Nyssa, Oregon, requesting an application for the National Academy as a result of contacts which have been made by this agent with his department. An increase has been noted in prosecution of cases arising in the Vale residency area since the assignment of this agent to that residency. His general contacts in the area are reflected in the numerous requests that have been received since his assignment for appearances before civic groups and organizations of Bureau representatives. Talks which have been given by this Agent have so impressed the groups as to result in requests for return appearances.

During the recent self inspection of the Portland Office, it was noted in a review of the case RUAL W. CARLSTROM, wa, Teller, State Bank of Malheur County, Ontario, Oregon, Federal Reserve Act, Portland File 29-414, that this employee failed to witness the signed statement obtained from subject and failed to submit the interview log for inclusion in the file although one had been prepared by him at the time of interview.

On the basis of the overall performance of this agent, it is felt he is entitled to the rating of "Very Good".

Read & Initialed

JAB:kam

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: June 30, 1949

FROM : SAC, Portland

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

SA SKOUSEN has read and initialed file copy of his efficiency report dated May 14, 1949.

kam

6 JUL 13 1949
RECORDED

67-208438-136	
Searched
Numbered	309
Filed
4 JUL 6 1949	
FEDERAL BUREAU OF INVESTIGATION	

THREE

Office Memorandum • UNITED STATES GOVERNMENT

TO : MR. TOLSON

FROM : W. R. GLAVIN

SUBJECT: LEROY B. SKOUSEN
Resident Agent
Vale, Oregon

DATE: 7/19/49

Mr. Tolson _____

Mr. Clegg _____

Mr. Glavin _____

Mr. Ladd _____

Mr. Nichols _____

Mr. Rosen _____

Mr. Tracy _____

Mr. Egan _____

Mr. Gurnea _____

Mr. Harbo _____

Mr. Mohr _____

Mr. Pennington _____

Mr. Quinn Tamm _____

Tele. Room _____

Mr. Nease _____

Miss Holmes _____

Miss Gandy _____

It will be recalled that the above-mentioned Special Agent, who is presently designated as Resident Agent at Vale, Oregon, has been instructed to report back to Portland; however, by request of the SAC his return to Portland has been held up for a period of 90 days.

While SAC Fletcher of Portland was in Washington for conferences, he pointed out to me that Skousen is doing an outstanding job, is one of the best Agents in the office, and Mr. Fletcher was hopeful that Skousen could be redesignated as Resident Agent at Vale, Oregon.

I advised Fletcher that at the expiration of the 90-day period he, Fletcher, should advise the Bureau of his recommendations and at that time the Bureau would pass on them.

WRG:tgh

FEB 23 1984

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

DATE: July 21, 1949

FROM : SAC, Portland

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

3 AUG 10 1949

For the Bureau's information he underwent an emergency operation on the evening of July 20, 1949, at the Physicians and Surgeons Hospital, Portland, for acute appendicitis.

His physician, Dr. George Taylor, has advised the operation was entirely successful, his condition is good, and he should be able to leave the hospital within the next seven or eight days. The Bureau will be kept advised.

JAB:kam

4 JUL 26 1949

XEROX
FEB 23 1984 THREE

REPORT OF EFFICIENCY RATING

ADMINISTRATIVE-UNOFFICIAL ()
OFFICIAL:
REGULAR () SPECIAL (X)
PROBATIONAL ()

As of August 26, 1949 based on performance during period from May 15, 1949 to August 26, 1949

LEROY B. SKOUSEN
(Name of employee)

SPECIAL AGENT, CAF-12
(Title of position, service, and grade)

FEDERAL BUREAU OF INVESTIGATION, PORTLAND DIVISION

(Organization—Indicate bureau, division, section, unit, field station)

ON LINES BELOW MARK EMPLOYEE ✓ if adequate - if weak + if outstanding	1. Study the instructions in the Rating Official's Guide; C. S. C. Form No. 3823A. 2. Underline the elements which are especially important in the position. 3. Rate only on elements pertinent to the position. a. Do not rate on elements in <i>italics</i> except for employees in administrative, supervisory, or planning positions. b. Rate administrative, supervisory, and planning functions on elements in <i>italics</i> .	CHECK ONE: Administrative, supervisory, or planning <input type="checkbox"/> All others <input checked="" type="checkbox"/>
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- ____ (1) Maintenance of equipment, tools, instruments.
- ____ (2) Mechanical skill.
- + (3) Skill in the application of techniques and procedures.
- ____ (4) Presentability of work (appropriateness of arrangement and appearance of work).
- + (5) Attention to broad phases of assignments.
- + (6) Attention to pertinent detail.
- ____ (7) Accuracy of operations.
- + (8) Accuracy of final results.
- + (9) Accuracy of judgments or decisions.
- + (10) Effectiveness in presenting ideas or facts.
- + (11) Industry.
- + (12) Rate of progress on or completion of assignments.
- + (13) Amount of acceptable work produced. (Is mark based on production records? No) (Yes or no)
- + (14) Ability to organize his work.
- + (15) Effectiveness in meeting and dealing with others.
- + (16) Cooperativeness.
- + (17) Initiative.
- + (18) Resourcefulness.
- + (19) Dependability.
- + (20) Physical fitness for the work.

- ____ (21) Effectiveness in planning broad programs.
- ____ (22) Effectiveness in adapting the work program to broader or related programs.
- ____ (23) Effectiveness in devising procedures.
- ____ (24) Effectiveness in laying out work and establishing standards of performance for subordinates.
- ____ (25) Effectiveness in directing, reviewing, and checking the work of subordinates.
- ____ (26) Effectiveness in instructing, training, and developing subordinates in the work.
- ____ (27) Effectiveness in promoting high working morale.
- ____ (28) Effectiveness in determining space, personnel, and equipment needs.
- ____ (29) Effectiveness in setting and obtaining adherence to time limits and deadlines.
- ____ (30) Ability to make decisions.
- ____ (31) Effectiveness in delegating clearly defined authority to act.

STATE ANY OTHER ELEMENTS CONSIDERED

- ____ (A) Capability for additional responsibility. 7
- ____ (B) 29
- ____ (C) 4 SEP 12 1949

STANDARD

Deviations must be explained on reverse side of this form

Plus marks on all underlined elements, and check marks or better on all other elements rated.
Check marks or better on all elements rated, and plus marks on at least half of the underlined elements.
Check marks or better on a majority of underlined elements, and all weak performance overcompensated by outstanding performance.
Check marks or better on a majority of underlined elements, and all weak performance not overcompensated by outstanding performance.
Minus marks on at least half of the underlined elements.

Adjective
Rating

Excellent

Very Good

Good

Fair

Unsatisfactory

Rating official Very Good

Reviewing official

Rated by J. A. Dutcher
(Signature of rating official)

Special Agent in Charge August 26, 1949
(Title) (Date)

Reviewed by _____
(Signature of reviewing official)

(Title) (Date)

Rating approved by efficiency rating committee _____
(Date)

Report to employee _____
(Adjective rating)

Portland, Oregon
August 26, 1949

LEROY B. SKOUSEN
SPECIAL AGENT, CAF-12
SPECIAL EFFICIENCY REPORT

SA SKOUSEN has continued in his work of developing the territory in the extreme east portion of the State of Oregon in the vicinity of Vale, Ontario, and Baker, Oregon. His police relations have been excellent, the present candidate for the National Academy having been developed through his efforts at the City of Nyssa, Oregon, and another application received from the Sheriff of Malheur County located at Vale, Oregon. It is contemplated additional schooling will be handled this fall in this resident agency area as a result of his police work.

His reports have been well-written, requiring very little supervision. He has handled his own investigations in a logical manner. He is a conscientious employee and gauges his work by the amount of work to be handled and not by working hours. He has shown a substantial volume of production and assumes responsibility, carrying it out with but a minimum of supervision. He maintains his work in a current status.

SA SKOUSEN recently underwent an operation for the removal of his appendix and appears to be in sound physical condition.

His assignments have been in all types of cases arising in a resident agency, which include general criminal and personnel types of investigations. He is continuing to develop and has conducted a well-rounded program of handling his police relations and his work in over-all public relations of a resident agent in a most commendable manner. He has not indicated more than average administrative or supervisory ability.

He is rated as very good in his grade.

F. A. FLETCHER
SAC

FAF:kam



United States Department of Justice
Federal Bureau of Investigation

IN REPLY, PLEASE REFER TO

FILE No. _____

Director
Federal Bureau of Investigation
United States Department of Justice
Washington, D. C.

Dear Sir:

For inclusion in the fund to be paid to the widow or designated beneficiary of any Special Agent of the Federal Bureau of Investigation, United States Department of Justice, who had contributed to this fund prior to July 31, 1949, and who dies from any cause except self-destruction while employed as a Special Agent, I am forwarding herewith (by CHECK - MONEY ORDER) the sum of ten dollars (\$10.00), made payable to the Chief Clerk of said Bureau, to be included in said fund. Payment will be made for death by self-destruction after the Agent has been a member of the fund for two years. It is understood and agreed that the sum tendered herewith is a voluntary, gratuitous contribution to said fund, which I understand is to be administered in the following manner:

The Director of the Bureau will appoint a committee which shall consider all matters pertaining to the acquisition, safe keeping and expending of said fund, which committee will recommend appropriate action to the Director of the Bureau in pertinent matters. The Chief Clerk of said Bureau shall receive all contributions and account for same to the Director.

Upon the death of any Special Agent, the appointed committee will consider the case and submit a recommendation to the Director as to its conclusions. Appropriate instructions will then be issued to the Chief Clerk, directing him to pay to the designated beneficiary the sum of \$10,000.

The following person is hereby designated as my beneficiary for F. B. I. Agents' Insurance Fund:

Name Helen L. Shuman Address Vale Oregon
Relationship Wife Dated 7-8-49 Aug 31 1949

The following person is hereby designated as my beneficiary under the Chas. S. Ross Fund providing \$1500 death benefit to beneficiary of agents killed in line of duty.

Name Helen L. Shuman Address Vale Oregon
Relationship Wife Dated 7-8-49

Very truly yours,

Leroy B. Shuman
Special Agent

XEROX
FEB 23 1984

ack 3/1/49
FEB 1 1949

July 29, 1949

0
Mr. Leroy B. Skousen
Federal Bureau of Investigation
Portland, Oregon

Dear Mr. Skousen:

I have been advised of your recent operation, and I was glad to learn that it was successful and that you are getting along all right.

I hope your progress will continue to be satisfactory and that you will soon have a complete recovery of your former good health.

Sincerely,

J. Edgar Hoover

3 AUG 10 1949

RECEIVED
U.S. DEPT. OF JUSTICE

AUG 1 10 48 AM '49

U.S. DEPT. OF JUSTICE

RECEIVED - DIRECTOR

FBI

cc: SAC, Portland

RKW:9cm

Mr. Tolson
Mr. Clegg
Mr. Glavin
Mr. Ladd
Mr. Nichols
Mr. Rosen
Mr. Tracy
Mr. Egan
Mr. Gurnea
Mr. Harbo
Mr. Mohr
Mr. Pennington
Mr. Quinn Tamm
Tele. Room
Mr. Nease
Miss Gandy

RECEIVED
FEB 23 1934

Office Memorandum • UNITED STATES GOVERNMENT

TO : Director, FBI

FROM : SAC, Portland

SUBJECT: LEROY B. SKOUSEN
SPECIAL AGENT

DATE: August 26, 1949

PERSONAL AND CONFIDENTIAL

Rebulet June 1, 1949, authorizing the holding in abeyance of the transfer of SA SKOUSEN for a period of ninety days.

Enclosed is a special efficiency report concerning SA SKOUSEN. It is noted that he has carried on his activities in his resident agency assignment in a first class manner. He has developed a high interest in the FBI National Academy. Numerous speeches have been made before service clubs in the area, and police schooling has been requested and is being carried out on a regular program in the Vale Resident Agency area since this agent's assignment there as Resident Agent.

It is noted furthermore that he has brought to the attention of the prosecuting attorneys, the general public, and the police agencies just what the Bureau's jurisdiction is and the interest of the Bureau in being informed of all matters under its jurisdiction. As a result a steady case load has been developed and prosecutive cases have been prosecuted.

In view of the above it is my recommendation that this agent be retained as Resident Agent in Vale, Oregon, as it would be difficult to replace him and during the short period of his assignment there he has shown excellent results from a public relations standpoint as well as the handling of his investigative assignments resulting in successful prosecutions.

When SA SKOUSEN is next in the headquarters city he will be given an opportunity to read and initial the enclosed report, and the Bureau will be advised.

FAF:kam
Enclosure

Memo to Glavin
9/12/49 fJC

67-208438-140

Searched	_____
Numbered	_____
Filed	_____
4 SEP 2 1949	
FEDERAL BUREAU OF INVESTIGATION	

THREE

XEROX
FEB 23 1984